



Request No. _____

HOME OCCUPATION PERMIT REQUEST
TOWN OF BEL AIR

I (We), _____ of _____
(Name) (Mailing Address)
respectfully request that the Town of Bel Air review the Home Occupation Permit Request
made on _____, 20_____.

Brief Description of the Request: _____

Address of the property: _____

Has the applicant previously filed a request in connection with this property? _____

What is the applicant's interest in the property? Initial below.

- Owner _____
- Contract Purchaser _____
- Owner's Agent _____
- Other (explain) _____

Please describe the nature of the business to be conducted, the maximum number of
persons expected on the premises at any one time, and the expected traffic generation:

How many employees will be engaged in the home occupation? _____

Are all employees residents of the premises? _____

**** \$25.00 Fee Due at Time of Application ****

Where will equipment, materials or other items related to the business be stored?

Specify the total square footage of the residence, which will be used for the Home Occupation: _____

What is the total square footage to be occupied by the proposed use? _____

Will any articles or commodities be offered for sale on the premises? _____

How much off-street parking will be provided and where? _____

Is any change anticipated to the residential exterior appearance of the dwelling? _____

How will the site be illuminated? _____

Complete attached Performance Standards Checklist, as well as other supporting material as necessary (i.e. Site Plan, Topographic Map, Drainage Map, Utility Easement Map, Building Elevation Map, etc.

Work Phone: _____ Home Phone: _____

List the names and addresses of owners or occupants of all adjacent property or property across a road or highway right-of-way.

Name

Mailing Address

Signature of Applicant/Petitioner

If the applicant is a Contract Purchaser, owner and/or owners joins the petition and signs here:

Property Owner or Owners

Date: _____

Fee Paid: \$ _____

HOME OCCUPATIONS PERFORMANCE STANDARDS CHECKLIST

All Home Occupation uses are subject to Residential Use Performance Standards and Guidelines, as well as those specified in Section 7, Subsection 165-53.C.5 of the Town of Bel Air Development Regulations.

Please annotate each of the following statements, indicating N/A (not applicable) if the standard does not apply to your request.

1. The home occupation shall be clearly incidental and subordinate to the residential use. The floor area used for the home occupation shall not exceed three hundred (300) square feet unless additional area is approved by the Board of Appeals.

2. The home occupation shall be conducted within the dwelling unit or an accessory building on the property. No outdoor advertisement, display or storage of materials, goods, supplies or equipment used in the home occupation shall be permitted on the premises. No commercial vehicles, noise, dust, fumes or other nuisances emitting from the premises shall be permitted.

3. The residential character/appearance of the dwelling unit and/or accessory structures shall not be altered to accommodate a home occupation.

4. Only persons residing in the home shall provide business services associated with the home occupation on the premises. The total of all employees, inclusive of family members, shall not exceed three (3). No home occupation shall be open to the public between 9:00 p.m. and 8:00 a.m.

5. No home occupation shall generate more than twenty (20) vehicle trips per day. A "trip" is defined as a vehicle traveling in one direction to or from a source. Twenty (20) trips is equivalent to ten (10) round trips.

6. No article or commodity shall be offered for sale at the premises.

7. Adequate off-street parking shall be provided, pursuant to Section 7 of this Article. Any additional off-street parking required for the home occupation by the Board of Appeals shall be provided in the side or rear yard of the lot and shall be screened from adjacent public roads and residential lots.

8. No goods, materials or supplies shall be delivered by commercial vehicles either to or from the premises in connection with the home occupation, except by the United States Postal Service or a delivery service. No deliveries by semi/tractor trailer trucks are permitted.

9. Illumination of the site shall be no greater than is generally used in a residential district.

10. Notwithstanding the above, home occupations shall not include automobile repair; beauty or barber shops; construction supply services; kennels, or printing business. This section is not intended to exclude a home occupation in which the resident provides administrative functions, such as bookkeeping, accounting or answering service for a business use cited above.

Guidelines

1. One full or part-time, non-resident employee may provide business services on the premises if the property is located in a Transition Overlay District. If the property is not in a Transition Overlay District, one non resident employee may be approved by the Board of Appeals.

Pursuant to the 2010 Development Regulations, Ordinance No. 730-10, Section 10, Subsection 165-85, Home Occupation/Professional Office Certification, the Planning Department may issue a permit for home occupations and professional offices occupying not more than 300 square feet of the area and employing only persons who are members of the household. An applicant must submit a written request for the proposed accessory use and complete the appropriate Home Occupation Permit form to allow determination as to the appropriateness of the use and compliance with performance standards as established in Section 7, Subsection 165-53.C.5.(vii) of the Development Regulations.

The Home Occupation Permit may be approved by the Planning Department if all of the performance standards are satisfied and the use falls within the home occupation definition as stated in Section 14 of the Development Regulations. This includes the following uses: artists, authors and writers, dressmakers, seamstresses, tailors, model makers, weavers, woodworkers, music and dance teachers with fewer than four (4) pupils at any one time, and repairs of bicycles, cameras, clocks, jewelry and small appliances not involving industrial fabrication techniques and offices of persons practicing a trade or profession from the residence. Said offices would be allowed for clerical purposes only. Trade and professional uses include, but are not limited to, phone answering service, bookkeeping, computer processing and other associated clerical uses, offices of physicians, surgeons, dentists, musicians, lawyers, architects, engineers or teachers.

All other proposed uses occupying more than 300 square feet of the residence are prohibited unless a variance to the Code requirements is approved by the Board of Appeals. The Board of Appeals may grant a special exception for one (1) employee who is not a member of the household. One (1) employee who is not a member of the household is permitted by right in the Transition Overlay District. If approved by the Board of Appeals, a permit will be issued by the Planning Department upon completion of the permit request form and payment of the Home Occupation certificate fee.

Permit holders found to be in non-compliance with the performance standards or the requirements established in the Development Regulations or conditions set by the Board of Appeals will be notified of the non-compliance. If the situation continues, the Home Occupation Permit will be rescinded. Persons violating the Ordinance by conducting a home occupation without the permit are subject to a municipal infraction with a fine of up to four hundred dollars (\$400.00) per day for each day the violation continues.

Adopted Date: May 28, 1997
Approved By: Town Administrator
Document: Development Regulations – Ordinance # 730-10
Authority: Town Code
Amended: August 4, 2003
Amended: August 2, 2010