



HOME OCCUPATION REGULATIONS AND PERMIT APPLICATION

A "Home Occupation" is a business, profession, occupation or trade conducted for compensation entirely inside a residential dwelling or a structure accessory thereto, which is accessory to the use of the dwelling as a residence and which does not change the residential character of the building.

The Zoning Administrator shall determine the type of Home Occupation based on written factual information submitted by the applicant. The Zoning Administrator may refer the determination to the Plan Commission who then shall determine the type of home occupation.

Types of Home Occupations

- Type A/No Impact. A home occupation with absolutely no external impacts from the use. No external impacts means there shall be no signage, no customer or client visits to the site, no parking, no traffic, no noise, no employees other than resident family members, and no outdoor equipment storage or display.

Type A home occupations do not require a Home Occupation Permit (HOP). Such uses shall comply with the Performance Standards of this Section.

- Type B/Low Impact. A home occupation with low impact(s) to the neighborhood. Such impacts include, but are not limited to: signage, low volumes of customer or client visits to the home, deliveries or pick-ups, vehicular traffic, parking, limited parking of business vehicles or equipment and employing only resident family members.

Type B home occupations require a HOP. Such uses shall comply with the Performance Standards of this Section and/or as required in the HOP.

- Type C/Potential High Impact. A home occupation with potential high impacts to the neighborhood. Such impacts may include signage, equipment used, client visits to the dwelling, deliveries or pick-ups, vehicular traffic, parking, and employing other than family members. All such impacts may be higher in volume or more intense than normally expected in a residential neighborhood.

Type C home occupations require a Conditional Use Permit (CUP). Such uses shall comply with the Performance Standards of this Section and/or as required in the CUP.

- Type D/Prohibited. The following home occupations are prohibited because of potential adverse impacts to the character of residential neighborhoods: sales, service, painting or repair, recycling or salvage of appliances, vehicles, recreational vehicles, engines, boats and firearms; computer sales and repair; animal boarding and commercial kennels; tattooing; adult entertainment activities/businesses; uses which involve medical procedures; uses that require the handling of any hazardous (including biologically hazardous) or toxic materials, substances or wastes; uses that require explosives or highly combustible materials; welding, machine shop operations or metal fabricating; other uses that the Zoning Administrator determine to be similar in impact to those listed above.

Performance Standards

In addition to all of the standards applicable to the Zoning District in which it is located, all home occupations shall comply with the following standards:

- No alteration of the principal building shall be made which changes the exterior appearance or the character thereof as a residential dwelling
- The home occupation shall be conducted entirely within the principal residential dwelling or in a permitted accessory building
- No more than 20% of the gross floor area of any dwelling unit including area in any accessory building shall be used for the home occupation
- No extensive mechanical or electrical equipment other than normal domestic or household equipment shall be used
- There shall be no outside storage or display of any materials or equipment which are part of the home occupation, unless outdoor parking of vehicles or equipment is permitted in conjunction with a CUP
- No home occupation shall create a public nuisance such as any offensive noise, vibration, smoke, dust, electronic interference, odors, heat or glare affecting nearby areas
- Any home occupation proposed in a rental dwelling unit shall require evidence provided to the City of written consent by the property owner, or the owner's agent prior to commencing any operation
- Any home occupation shall comply with Fire Code requirement and shall be subject to inspections by the Fire Department
- Signage. Signage shall be in accord with the City's Sign Code regulations for home occupations for Types B and C described above.

Procedure

The applicant shall submit a complete HOP application to the Zoning Administrator along with the appropriate application fee. The owner and/or property owner must sign the application. The Zoning Administrator determines the type of the proposed home occupation and verifies the operations will comply with all applicable standards and requirements. If approved, the applicant will be notified what type of home occupant applies to the proposed operations and proceed with the permitting process.

Required Application Materials

- Home Occupation Permit Application (completed and signed)
- Application Fee
- An 8.5" x 11" site plan, drawn to scale, that clearly identifies all structures on the property, the dwelling or accessory structure where the home occupation will be conducted, and access to the subject property (public road & driveway)
- An 8.5" x 11" floor plan, drawn to scale, that identifies the room or area devoted to the home occupation
- A written statement that describes the proposed home occupation and cites how the proposed home occupation will comply with the Home Occupation Performance Standards
- If the property is not owner-occupied, the property owner must also sign application.

Application Fee

Type A home occupation \$ -0-
Type B home occupation \$ 50.00
Type C home occupation \$350.00

Submit to

Zoning Administrator
City of Two Rivers
1717 East Park Street
PO Box 87
Two Rivers, WI 54241-0087
Fax: 920-793-5512
Email: zoning@two-rivers.org

HOME OCCUPATION APPLICATION

Applicant _____ Phone _____

Address _____

Mailing Address (if applicable) _____

Property Owner _____ Phone _____

Address _____

Business Name _____

Nature of Business _____

Days/hours of operation _____

Number of client visits to the premises per day/week _____

Number of deliveries/pick-ups to the premises per day/week _____

Number of employees

Resident family members _____

Non-family members _____

Location/area devoted to home occupation

Dwelling/Square feet _____

Accessory Structure/Square feet _____

I agree to conduct my business in compliance with the City of Two Rivers ordinance regulating home occupations. The City reserves the right to request the home occupation cease in the event a public nuisance occurs and/or the business expands beyond the performance standards for home occupations.

Applicant Signature _____

Property Owner Signature _____

ATTACH ALL REQUIRED APPLICATION MATERIALS