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|  | <h1>HOME OCCUPATION ZONING APPROVAL FORM</h1> <p>Department of Community Development and Code Compliance 6602 Courts Drive Prince George, VA 23875 Planning Division (804) 722-8678 www.princegeorgecountyva.gov</p> | OFFICE USE ONLY |
| | | APPLICATION #: |
| | | DATE SUBMITTED: |

(PLEASE FILL IN ALL BLANKS)

| | | | | |
|----------------------------|-----------------------------------------------------------------------------------|--------|----------------|--|
| GENERAL INFORMATION | BUSINESS OWNER'S NAME(S): | | BUSINESS NAME: | |
| | PROPERTY OWNER'S NAME (if different from Business Owner): | | | |
| | ADDRESS OF HOME OCCUPATION: <i>(No Post Office Boxes)</i> | | | |
| | CITY: | STATE: | ZIP CODE: | |
| | E-MAIL ADDRESS: | | | |
| | TELEPHONE/MOBILE NUMBER: | | | |
| | HOME OCCUPATION TO BE CONDUCTED: | | | |
| | BUSINESS VEHICLE USED: <i>(Example: 2014 Ford F-150 Truck and 8 Foot Trailer)</i> | | | |

OFFICE USE ONLY

| | | |
|------------------------------------------------------------------|----------|--------------|
| ZONING: | TAX MAP: | SUBDIVISION: |
| CONDITIONS: | | |
| | | DATE: |
| <i>Julie Walton, Director or Douglas Miles, Planning Manager</i> | | |

HOME OCCUPATION: An occupation carried on by the occupant of a dwelling as a secondary use where no one is employed other than members of the family residing on the premises, with the exception of such employees as may be provided for through approval of a Special Exception. No display of goods or outside storage of materials and equipment are permitted except as provided for through approval of a Special Exception. No use or activity will be permitted which would change the outside appearance or character of the home or lot, except as provided for through approval of a Special Exception. Within this category, four (4) types of home occupations exist.

**A HOME OCCUPATION MUST BE CLASSIFIED AS ONE OF THE TYPES SHOWN BELOW.
PLEASE INITIAL BESIDE THE HOME OCCUPATION TYPE THAT IS BEING REQUESTED:**

_____ (1) **OFFICE:** Limited to the use of a portion of the home, limited except as provided by Special Exception to the main dwelling, not exceeding fifteen (15) percent of the floor area, in conjunction with the occupation. No more than two (2) taxicabs, nor one (1) light truck or vehicle and one (1) trailer of no more than twenty (20) feet in length, used in association with any landscaping or contracting services office may be parked or stored on the premises.

_____ (2) **HOME OCCUPATION CHILD CARE:** The provision of care, for compensation, within a dwelling for one (1) to four (4) children unrelated by blood, marriage or adoption to the residents of that dwelling, within any part of the twenty-four (24) day. No care provider may care for more than four (4) children under the age of two years, whether related or unrelated to the provider, unless licensed by the Virginia Department of Social Services.

PLEASE NOTE: THE THREE (3) TYPES OF HOME OCCUPATIONS LISTED BELOW REQUIRE A SPECIAL EXCEPTION TO BE APPROVED BY THE BOARD OF SUPERVISORS. IF YOU ARE REQUESTING ONE OF THE TYPES LISTED BELOW, PLEASE ATTACH A COPY OF THE APPROVED SPECIAL EXCEPTION:

_____ (3) **HOME PROFESSIONAL AND TRADE OFFICES:** Offices within residences or accessory structures on residential properties where clients or customers are received within the home, such to be permitted by Special Exception only: this category shall include dental, doctor's, law or architectural offices where clients or patients are received and services or medical/dental care is rendered; and personal service uses such as barber and beautician services and sewing and upholstery services. Conditions of a Special Exception use shall address, at a minimum, (i) the provision of off-street parking, (ii) the number of non-resident employees permitted, (iii) signage permitted and (iv) hours of operation.

_____ (4) **COTTAGE INDUSTRY (over 5 acres and requires a Special Exception):** This home occupation shall permit the preparation of food products for sale, arts and crafts, construction of wood, leather goods, saddles, clothing and other similar products, and lawn care and landscaping businesses with outside storage or the storage or parking of more than one (1) vehicle and one (1) trailer used in association with the business.

_____ **FAMILY DAY CARE HOME:** A dwelling unit in which the provider resides that is used to provide care, protection and guidance to one (1) through twelve (12) children exclusive of the provider's own children and children who reside in the home, when at least one (1) child receives care for compensation. A family day care home may provide care for one (1) to twelve (12) children during any part of the twenty-four (24) day to be permitted by Special Exception only, and shall be governed by a license issued by the Virginia Department of Social Services.

I do hereby acknowledge that the Zoning requirements have been explained to me concerning the above requested home occupation. I understand the home occupation requirements and will contact Community Development should my business expand beyond these requirements to request a Special Exception through the Planning Commission and the Board of Supervisors to permit the home occupation use on the property (if approved) through the public hearing process. If a mobile service business, I do understand that I cannot locate at a fixed commercial location in Prince George County.

Print Business Owner's Name (applicant)

Business Owner's Signature (applicant)

Date

Print Property Owner's Name (if resident is not the homeowner)

Property Owner's Signature (if resident is not the homeowner)

Date

Property Owner's Phone Number: _____ Email Address: _____