



PLANNING & DEVELOPMENT SERVICES

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Large Lot Home Occupation Application & Checklist

This checklist is to assist with the submittal of a Large Lot Home Occupation request and should be used to ensure all appropriate documentation is submitted. The review and determination on a Home Occupation cost \$50 and can take up to five (5) business days. Home Occupations must be renewed annually. Use additional sheets when necessary.

Any submittals that are determined to be incomplete will not be processed, and the applicant will be notified with an explanation of the submittal's deficiencies. To prevent any delays in the review process, please use this checklist as a guide.

All Large Lot Home Occupation requests should contain the following information:

- Completed form below
- Written narrative explaining the nature of the request
- Other relevant factors pertaining to the request

GENERAL & PROPERTY INFORMATION:

Applicant's name: _____

Property address: _____

Property Tax Map #: _____

Zoning district: _____ **Use of property:** _____

Phone: _____ **Email:** _____

Type of home occupation: _____

Signage: YES NO If yes, describe: _____

Square footage of home: _____ **Area of home occupation:** _____

Own or rent home: _____

(If renting, a letter from the property owner must be provided granting approval for the home occupation).

Is this property part of any HOA/Community Association or encumbered by deed restrictions/covenant conditions and restrictions (CC&Rs)? _____

(If yes, a letter from the HOA, Community Association, or majority of property owners encumbered by the CC&Rs granting approval for the home occupation must be provided).

Below are the minimum criteria and stipulations in order to qualify for a home occupation. Please read each statement carefully, initial, and sign below to acknowledge that you agree to comply with all provisions of this form.

HOME OCCUPATIONS ARE AUTHORIZED IF THEY COMPLY WITH THE PERFORMANCE STANDARDS SET FOR HEREIN, PER §155.675-1 OF THE ZONING CODE:

- ___ 1. The use is clearly incidental and secondary to residential occupancy.
- ___ 2. The total area occupied by the home occupation does not exceed 5,000 square feet.
- ___ 3. Any outdoor activities, other than outdoor storage, occur at least 200 feet from any dwelling not located on the same lot as the home occupation use.
- ___ 4. Any outdoor storage meets the requirements in §155.675(B), below.
- ___ 5. There is no entrance or exit way specifically provided in the dwelling or in the dwelling or on the premises for the conduct of a home occupation.
- ___ 6. The use involves up to two non-resident employees working on-site.
- ___ 7. The home occupation received not more than six client visits per day (limit one visit per day per each client), except as specified below.
- ___ 8. A music, art, craft, or similar instruction use receives not more than 12 client visits per day (limit one visit per day per each client).
- ___ 9. Client visits occur between 8:00 a.m. and 8:00 p.m.
- ___ 10. Parking areas are located at least 10 feet from the road right-of-way.
- ___ 11. Any equipment or process does not create audio or visual interference in any radio or television receivers on any adjacent lots.
- ___ 12. Dust, odors, noise, vibration, or electrical interference or fluctuation are not perceptible beyond the property line.
- ___ 13. Deliveries and pickups are made by carriers that typically serve residential areas and do not block traffic circulation.
- ___ 14. Public facilities and utilities are adequate to safely accommodate equipment used for home occupation.

OUTDOOR STORAGE PERFORMANCE STANDARDS (§155.675(B))

- ___ 1. Storage is limited to materials related to the business and does not involve any hazardous materials;
- ___ 2. Outdoor storage areas comply with the requirements of *Subpart 4.11 Outdoor Storage* and do not occupy an area of land exceeding 80 square feet; and
- ___ 3. Materials shall not be stacked to a height exceeding four feet and shall not be visible from any public right-of-way or an adjacent lot or parcel zoned or occupied for residential use. Any screening required to comply with this Paragraph shall use wood or masonry fencing or a vegetative hedge.

I CERTIFY THAT THE ABOVE INFORMATION IS CORRECT, THAT I AM THE RESIDENT OF THE IDENTIFIED PREMISES, AND I AGREE TO COMPLY WITH ALL PROVISIONS OF THIS FORM.

Applicant's signature: _____ Date: _____

APPROVAL

THE HOME OCCUPATION PERMIT BECOMES VOID UPON A VIOLATION OF ANY PROVISION CONTAINED HEREIN OR TERMINATION OF THE APPLICANT'S RESIDENCY. THE PERMISSION HEREBY GRANTED IS NOT TRANSFERABLE TO ANY OTHER RESIDENT, ADDRESS, OR OTHER OCCUPATION.

Zoning official: _____ Date: _____

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.