

## HOME BUSINESS PERMIT INFORMATION:

Name: _____ Address: _____ Phone #: _____ Description of Proposed Business Activities: _____ _____ _____	Consent of Homeowner (If Other Than Applicant): Signature: _____ Name: _____ Address: _____ Phone #: _____
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1. Will there be any advertising of the business on the premises? \_\_\_\_\_ If so, please explain:  
(NOTE: Signs shall not exceed two (2) square feet in area.)
2. Will there be any retail sales conducted on the premises? \_\_\_\_\_ If so, please explain:
3. Estimate the number of customers who will patronize your business each day: \_\_\_\_\_
4. What will be the hours of operation? \_\_\_\_\_
5. List all employees who will work at this address. Include their relationship to the applicant and their home address:
6. List all business (commercial) vehicles which will be parked at this address, and indicate where each will be parked. Include weight and capacities of trucks:
7. Will your business create any noise, odors, garbage, etc... which may be offensive to your neighbors? \_\_\_\_\_ If so, please explain:
8. Will any business related activities occurring at this address be performed outside of the main dwelling or any enclosed secondary building? \_\_\_\_\_ If so, please explain:
9. Will any new accessory buildings be constructed or will there be any additions to either the house or existing accessory building? \_\_\_\_\_ If so, please explain:
10. Describe all equipment and material to be used on the premises, and indicate where they will be stored.

I hereby certify that all information given on this application is correct to the best of my knowledge and that my business can comply by the Standards of Approval for a Home Business Permit. In addition, I understand it is my responsibility to ensure that the property described in this application is not subject to deed restrictions, commonly called restrictive covenants, which may prohibit the establishment and/or operation of a business on the property.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STANDARDS OF APPROVAL

Under certain conditions, a home business permit may be issued for limited business operations within a home in a residential district when such business is clearly incidental to the use of the premises for dwelling. Such permits will be issued for the remainder of the calendar year, renewable under conditions or conformity to the following policy. If your request for a home business permit is denied, you may appeal the decision to the City of Poquoson Board of Zoning Appeals.

Such business activity must be of a limited nature and should not change or detract from the residential nature of the surrounding community. All evidence of the business must be confined within the dwelling or accessory building on the premises. The key factor will be the preservation of the atmosphere of a residential area.

The following stipulations shall apply:

1. The proposed activity must be capable of being conducted on the premises in such a manner that no indication of the business activity is detectable from adjoining properties or streets.
2. Only family members who reside at the premises shall conduct the proposed activity.
3. The proposed activity shall be conducted entirely within the main building or a totally enclosed accessory building located on the premises. The proposed activity shall not require any structural alteration or addition to either the main or the accessory building. No materials and/or equipment shall be kept or stored outside of such buildings.
4. Proposed activities that may be expected to generate or contribute to higher traffic loads than are reasonable for the residential district shall be prohibited.
5. Adequate off-street parking shall be available to accommodate the needs of the proposed activity.
6. The only advertising permitted on the premises, if approved with the initial home business permit application, shall be a sign not exceeding two (2) square feet in area.
7. Evidence that all required State and/or Federal licenses have been obtained must be submitted with the application.
8. The applicant shall certify that the proposed activity will not violate any restrictive covenant applicable to the premises.
9. If the proposed activity is to be conducted at a rented or leased residence, the written permission of the owner shall be presented with the application for the Home Business Permit.