

Brighton Township

Home Occupation Application

A HOME OCCUPATION is defined as an accessory use of a service character conducted within a dwelling by the residents, which is secondary to the use of the dwelling for living purposes and does not change the character thereof or have any exterior evidence of such secondary use other than a small nameplate.

Permitted Home Occupations shall include, but not be limited to the professions of engineer, architect, attorney, artist, clergyman, musician, writer, teacher, data processor, draftsman, sales representative, surveyor, accountant, secretary, mechanical/equipment/small appliance repair, craft occupations including woodworking, construction, cooking, baking and sewing.

Prohibited Home Occupations shall include, but not be limited to, automotive repair and inspections, bakeries, licensed day care centers, butchers, morticians, health care facilities, and hair, nail and tanning salons.

In addition to completing the attached form, submit a written narrative describing the nature of the Home Occupation for which you are requesting a permit. Include a description of the Home Occupation, the activities that will take place within the home, who will be performing them, hours of operation and related information.

Procedure

- (1) **Application:** Application for a Home Occupation or No-Impact Home-Based Business permit shall be made to the Zoning Officer on a form provided by the Township and shall be accompanied by the prevailing filing fee as established by resolution by the Township Board of Supervisors. The Zoning Officer will make a decision and notify the applicant in writing within fifteen calendar days of the date the application is received.
- (2) **Scope:** In cases where the zoning Officer considers the application not within the scope of the Home Occupation or No-Impact Home-Based Business criteria, the application will be denied.
- (3) **Time Limit:** All Home Occupation and No-Impact Home-Based Business permits shall be valid for a period of one year from initial date of approval. The permit will be reissued on an annual year thereafter, provided the applicant can demonstrate compliance with this ordinance.
- (4) **Voiding of Permit:** The Zoning Officer may void any Home Occupation or No-Impact Home-Based Business permit for noncompliance with the criteria set forth in this chapter. Revocation may take place at any time prior to the expiration date of the permit. If the permit is revoked or is not renewed, it becomes null and void, and said use shall be terminated.
- (5) **Inspection:** Applicants shall permit a reasonable inspection of the premises by the Zoning Officer to determine compliance with this chapter.
- (6) **Renewal:** Home Occupation and No-Impact Home-Based Business permits may be renewed annually provided there has not been any violation of the provisions of this chapter. Requests for renewals shall be submitted to the Zoning Officer in writing, accompanied by the prevailing renewal fee, as established by the Township Board of Supervisors resolution, one month prior to expiration of the permit.

Date _____

Applicant _____ Phone _____

Address _____

Name of Business (if applicable) _____

Do you comply with the following criteria established by Ordinance 129 for home occupations?

	Criteria for Compliance	Yes	No
1	The business activity shall be compatible with the residential use of the property and surrounding residential uses.		
2	Services shall be provided on a one-to-one basis. Overlap of clients shall not be permitted.		
3	The business shall employ no employees within the dwelling other than family members residing in the dwelling. Nonresident employees shall not use the residence as a meeting location prior to traveling to another work site.		
4	There shall be no display or sale of retail goods.		
5	There shall be no stockpiling or inventory of a substantial nature. Further, there shall be no outside stockpiling, inventory or storage of other materials used by the occupant in performance of the Home Occupation whether performed on site, or at another location.		
6	There shall be no outside appearance of a business use, including, lights. Parking shall be in accordance with 195-105.B. No significant additional vehicular or pedestrian traffic to the residence shall be created, nor shall the use require delivery by tractor trailer trucks.		
7	The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.		
8	The business activity may not generate any solid waste or sewage discharge in volume or type that is not normally associated with residential use in the neighborhood.		
9	The business activity shall be conducted only within the dwelling and may not occupy more than 25% of the habitable floor area.		
10	The business may not involve any illegal activity.		
11	Signs shall be permitted in accordance with 195-109 through 195-117. (Maximum 1.5 SF wall mounted)		
12	Parking – Minimum 2 spaces for resident use plus minimum 2 spaces for patron use.		
13	The establishment of a home occupation business does not violate any private plan restrictions or plan covenants that apply to the plan of lots in which the property is located.		
14	I have attached a written narrative describing the nature of the Home Occupation that Includes a description of the Home Occupation, the activities that will take place within the home, who will be performing them, hours of operation and related information.		

\$25 Fee Enclosed _____

Signed: _____

This permit is valid for a period of one year from the date of approval and may be reissued on an annual basis provided the applicant can demonstrate compliance with Ordinance 129.

Approved: _____

Date: _____