

CITY OF MORRISTOWN

Home Occupation Permit Application



**When Board of Zoning Appeals approval is required, please include the standard Board of Zoning Appeals application with your request. Some Home Occupation are considered a use on review under 'Nature of Request'.*

TO BE COMPLETED BY APPLICANT:

1. NAME(S) OF APPLICANT: _____

2. NAME OF BUSINESS: _____

3. ADDRESS: _____

4. SUBDIVISION NAME (if Applicable): _____

5. Is the proposed use in compliance with all private deed restrictions, covenants, homeowner's association rules and/or subdivision polices? _____ Yes _____ No

6. PHONE NUMBER(S): _____

7. FAX OR EMAIL: _____

8. What is the nature of the business that is proposed (be specific and attach letter of explanation if necessary)?

9. The following conditions must be met for approval of a Home Occupation Permit. Please read carefully and place a check mark (✓) next to each entry signifying acknowledgement of conditions and that the proposed Home Occupation will meet all conditions:

____ a. The location for the home occupation is the principal domicile or permanent residence of the applicant(s) as demonstrated by the same address shown on applicant's valid driver's license and/or voter's registration card.

____ b. Not more than 25% of the gross floor area or 500 square feet, whichever is less, of the principal domicile or any accessory structure shall be used for the home occupation, including the storage of any materials or products related to the home occupation.

- ____c. No more than one employee affiliated with the home occupation who is not a permanent resident of the dwelling unit shall be employed at the site of the home occupation.
- ____d. No more than one home occupation will be conducted on the premises of the home occupation site.
- ____e. Products or materials shall not be visible on the premises from any street or sidewalk adjacent to the property on which the home occupation is situated.
- ____f. A home occupation shall be limited to one, wall-mounted sign, mounted flatly against the structure, that shall not exceed two (2) square feet in size and such sign shall not have lights, be illuminated, flash, glimmer, flutter or have movement by any electronic, wind or other means.
- ____g. There shall be no significant increase in the use of utilities such as water, sewer, gas, garbage, or electricity that would indicate the usage of the property other than the use for residential purposes.
- ____h. There shall be no external storage of materials incidental to the home occupation.
- ____i. No equipment or process associated with the home occupation shall generate noise, vibration, smoke, dust, glare, electrical interference, odors, fumes, or other objectionable effect detectable to the normal senses beyond the property lines of the lot on which the business is situated, or if within a multi-family structure, beyond the confines of the individual dwelling unit.
- ____j. Off-street parking shall be provided on the premises in sufficient quantity to accommodate all residents of the domicile, delivery vehicles, employees, clients, customers, students, visitors, etc. affiliated with the residence and the home occupation.
- ____k. No activity related to the home occupation shall be permitted outdoors on the property.
- ____l. No new construction or alternations to any existing structure on the site shall be made to indicate from the exterior that the buildings are being used for other than residential purposes.
- ____m. There shall be no group instruction in connection with the home occupation. For the purposes of this subsection, instruction shall be group instruction if it involves more than two (2) students at any time.
- ____n. There shall be no group assembly involved with the home occupation.
- ____o. Deliveries to the premises shall be consistent with the intent and purpose of maintaining the residential character of the neighborhood and shall not exceed two business deliveries between the hour of 8:00 a.m. and 6:00 p.m. to the premises per day.

- ____p. One (1) commercial vehicle (one and one-half ton or less in size) owned by the residents of the domicile may be used in conjunction with the home occupation. The vehicle will be deemed in use for the home occupation if it advertises the home occupation and/or contains or stores materials including stock, wares, goods, samples, or equipment. Such vehicle shall be stored in a garage or building or shall be concealed so as not to be visible from the street or sidewalk adjacent to the premises when it is parked at the residence.
- ____q. No earth moving equipment or heavy construction or hauling equipment or building materials shall be allowed on the premises.
- ____r. The Board of Zoning Appeals, when considering a permit for a home occupation, may render additional requirements specific to a particular application as it may deem necessary to protect the intent and purpose of maintaining the residential character of the neighborhood in which the application is being sought.
- ____s. Home Occupation permits shall not be transferrable. A new homeowner, property owner, descendant, heir or individual other than that to whom the Board of Zoning Appeals issues a home occupation permit shall be required to apply for a new home occupation permit.

10. Retail sales of any type are prohibited on the premises. Internet and mail order sales are permitted.

I (applicant) have read and understand the aforementioned regulations and agree to abide by all terms and conditions.

Signature of applicant

Date