



HOME OCCUPATION ZONING APPROVAL FORM

Department of Planning
6602 Courts Drive, Prince George, VA 23875
(804) 722-8678 | www.princegeorgecountyva.gov
Email: planning@princegeorgecountyva.gov

OFFICE USE ONLY

APPLICATION #:

DATE SUBMITTED:

THIS SECTION TO BE COMPLETED BY BUSINESS OWNER

BUSINESS OWNER'S NAME(S):

BUSINESS NAME: *(If using a fictitious business name, registration with the State Corporation Commission is required prior to submitting this form.)*

PROPERTY OWNER'S NAME: *(if different from Business Owner)*

ADDRESS OF HOME OCCUPATION: *(No Post Office Boxes)*

CITY:

STATE:

ZIP:

E-MAIL ADDRESS:

TELEPHONE NUM:

DESCRIBE YOUR TYPE OF BUSINESS: *(Examples: Landscaping, Online sales, Trucking company with truck parked off-site, etc.)*

BUSINESS VEHICLE USED: *(Example: 2014 Ford F-150 Truck and 8-Foot Trailer)*

SPECIFY THE TYPE OF HOME OCCUPATION REQUESTED:

'BY-RIGHT' HOME OCCUPATIONS:

_____ (1) OFFICE

_____ (2) HOME CHILD CARE

"SPECIAL EXCEPTION" REQUIRED BY THE BOARD OF SUPERVISORS:

_____ (3) HOME PROFESSIONAL AND TRADE OFFICES

_____ (4) COTTAGE INDUSTRY (on a parcel of 5 acres or more in area)

_____ (5) FAMILY DAY CARE HOME

_____ (6) HOME OCCUPATION IN AN ACCESSORY BUILDING

NOTE: APPLICANTS MUST REVIEW AND COMPLETE PAGE 2 BEFORE SUBMITTING THIS FORM FOR APPROVAL.

THIS SECTION OFFICE USE ONLY

ZONING:

TAX MAP #:

SUBDIVISION NAME:

CONDITIONS:

DECISION:

APPROVED DENIED

ZONING OFFICIAL SIGNATURE:

DATE:

FEE PAID?:

(\$25 For Child Care. For Group Homes, use PBZA form)

Y N/A AMOUNT: _____

METHOD:

_____ CHECK _____ CASH

_____ CREDIT/DEBIT

INVOICE / CHECK #:

ENERGOV #:

(if different from App. #)

ADDITIONAL INFORMATION / REQUIREMENTS:

“HOME OCCUPATION” means 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, several types of home occupations exist.

TYPES OF HOME OCCUPATION PERMITTED “BY-RIGHT” PURSUANT TO THE DEFINITION PROVIDED:

(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.

TYPES OF HOME OCCUPATION REQUIRING A SPECIAL EXCEPTION APPROVAL FROM THE BOARD OF SUPERVISORS:

(Contact to the Planning & Zoning office to discuss the process to request Special Exception approval.)

(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 (on a parcel of 5 acres or more in area): 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.

(5) 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.

(6) HOME OCCUPATION IN AN ACCESSORY BUILDING: Any of the above specified home occupations operated principally in a detached accessory building.

SIGNATURE:

I hereby acknowledge that I understand the Zoning requirements concerning the above requested home occupation. If my business will expand beyond a “by-right” type of home occupation, I will contact the Planning & Zoning office to request a Special Exception form to begin the public hearing process. If I operate a mobile service business, I understand that I cannot locate at a fixed commercial location in Prince George County.

BUSINESS OWNER’S SIGNATURE:		DATE:	
THE PROPERTY OWNER INFORMATION BELOW IS ONLY REQUIRED IF THE BUSINESS OWNER DOES NOT OWN THE PROPERTY.			
PROPERTY OWNER’S SIGNATURE:		DATE:	
PRINT PROPERTY OWNER’S NAME:			
PROPERTY OWNER E-MAIL ADDRESS:		PROPERTY OWNER PHONE NUMBER:	