



Home Occupation Business Zoning Approval Form

Department of Development
Fee: \$10 Cash or Check ONLY

Site Information (Office use only)

MUNIS Application Number: _____ Ward: _____
Site Address: _____ PIN#: _____

Applicant & Ownership Information

Name of Applicant: _____ Date: _____

Address: _____

Phone: () _____ Cellular Phone: () _____

Email Address: _____

Are you the property owner? Yes No

If the applicant is not the property owner, permission from the owner must be provided below.

Name of Property Owner: _____

Property Owner's Address: _____

Phone: () _____ Cellular Phone: () _____

Email Address: _____

Property Owner's Signature: _____ Date: _____

Business Information

Name of Business: _____

Effective January 1, 2020: Assumed Name filings will be handled at the state level through the Commonwealth of Virginia's State Corporation Commission (SCC). Zoning Approval Form business name must match business name recorded with SCC.

Type of Business: _____

Is this a New Business License? Yes No

Is this a Transferred Business License? Yes No

Describe the types of business activity that will occur on the property:

Square footage of floor area that will be used for business purposes: _____ sq.ft.

Home Occupation Application (continued)

Hours and Days of Operation: _____

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Will Customers Visit this Location? Yes No If Yes, How many per day? _____

Will You Have Groups or Classes? Yes No

Number of Employees: _____ Are All Employees Family Members? Yes No

Number of Vehicles Associated with Business: _____ Vehicle(s) _____ Trailer(s)

Type of Vehicle(s):

Year	Make/Model	# of Axles

Home Occupation Guidelines

1. *Appearance:* Home occupations shall be incidental and secondary to the primary use of the property for dwelling purposes.
2. *Area:* Home occupations may not exceed 25% of the enclosed and heated floor area of the dwelling unit or more than 250 square feet, whichever is less, and must be located inside the dwelling or structure.
3. *Assembly/Instruction:* Assembly or group instruction is not permitted. Individual instruction on a one-to-one basis is permitted.
4. *Clients:* No more than two (2) clients shall be on the premises at any one time. Any home occupation visited by the general public shall be open by appointment only.
5. *Employees:* There shall be no one employed other than members of the family who reside on the premises. **No other employees are permitted to work on site.**
6. *Parking:* No more than one (1) motor vehicle (not exceeding 10,000 pounds or two axles) and one single axle trailer (not exceeding 13 feet in length and 3,200 pounds) used in conjunction with the home occupation may be parked on the premises. A trailer must be parked in the rear yard or so that its view is screened from adjacent properties or public roads, except for loading and unloading. Tow truck parking is prohibited.
7. *Performance:* There shall be no use of machinery or equipment which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses.
8. *Signage:* One (1) sign, not exceeding two (2) square feet in area for each dwelling unit. Such sign shall indicate only the name of the occupant and/or its location.
9. *Storage:* There shall be no visible storage or display of sales goods, products, services or materials. Outside storage of materials is prohibited.

Home Occupation Application (continued)

I, the below signed, certify that I have read and understand the above Home Occupation Guidelines, and that the information provided on this application is true and correct to the best of my knowledge and belief. I also understand that failure to comply with the above rules constitutes a violation of the City of Hopewell Zoning Ordinance subject to a fine, if convicted, of up to \$1,000 and/or up to one (1) year in jail.

Applicant Signature Date

For Staff Use Only

Zoning: _____

Reviewed By: _____ Date: _____

Approved Zoning Ordinance Provision:

Denied Reason:

