



CITY OF BELLBROOK

HOME OCCUPATION REGISTRATION

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305
(937) 848-4666 WWW.CITYOFBELLBROOK.ORG

DATE RECEIVED ____/____/____ STAFF USE APPLICATION # _____

APPLICANT INFORMATION

PROPERTY ADDRESS _____ ZONING DISTRICT _____

PROPERTY OWNER _____ PHONE NUMBER _____

PROPERTY OWNER EMAIL _____

APPLICANT NAME _____ PHONE NUMBER _____

APPLICANT EMAIL _____

REQUEST INFORMATION

BUSINESS NAME _____

BUSINESS MAILING ADDRESS _____

DESCRIPTION OF BUSINESS ACTIVITY _____

DAYS OF OPERATION _____ HOURS OF OPERATION _____

SQUARE FOOTAGE OF HOME _____ SQUARE FOOTAGE OF BUSINESS _____

ANTICIPATED CUSTOMERS PER DAY _____ ANTICIPATED DELIVERIES PER DAY _____

I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL FOR ANY ADMINISTRATIVE REVIEW, CONDITIONAL USE PERMIT, VARIANCE, OR EXCEPTION FROM ANY OTHER CITY REGULATIONS WHICH ARE NOT SPECIFICALLY THE SUBJECT OF THIS APPLICATION. I UNDERSTAND THAT APPROVAL OF THIS APPLICATION DOES NOT CONSTITUTE APPROVAL OF A BUILDING OCCUPANCY PERMIT. I UNDERSTAND FURTHER THAT I REMAIN RESPONSIBLE FOR SATISFYING REQUIREMENTS OF ANY PRIVATE RESTRICTIONS OR COVENANTS APPURTENANT TO THE PROPERTY.

I CERTIFY THAT I AM THE APPLICANT AND THAT THE INFORMATION SUBMITTED WITH THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT THE CITY IS NOT RESPONSIBLE FOR INACCURACIES IN INFORMATION PRESENTED, AND THAT INACCURACIES MAY RESULT IN THE REVOCATION OF THIS ZONING CERTIFICATE AS DETERMINED BY THE CITY. I FURTHER CERTIFY THAT I AM THE OWNER OR PURCHASER (OR OPTION HOLDER) OF THE PROPERTY INVOLVED IN THIS APPLICATION, OR THE LESSEE OR AGENT FULLY AUTHORIZED BY THE OWNER TO MAKE THIS SUBMISSION.

I CERTIFY THAT STATEMENTS MADE TO ME ABOUT THE TIME IT TAKES TO REVIEW AND PROCESS THIS APPLICATION ARE GENERAL. I AM AWARE THAT THE CITY HAS ATTEMPTED TO REQUEST EVERYTHING NECESSARY FOR AN ACCURATE AND COMPLETE REVIEW OF MY PROPOSAL; HOWEVER, AFTER MY APPLICATION HAS BEEN SUBMITTED AND REVIEWED BY CITY STAFF, I UNDERSTAND IT MAY BE NECESSARY FOR THE CITY TO REQUEST ADDITIONAL INFORMATION AND CLARIFICATION.

I HEREBY CERTIFY, UNDER PENALTY OF PERJURY, THAT ALL THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT SIGNATURE _____ DATE ____/____/____

OFFICE USE ONLY	
APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/>	STAFF SIGNATURE _____ DATE ____/____/____
APPROVED-CONDITIONS <input type="checkbox"/>	
COMMENTS/CONDITIONS	

REGULATION OF HOME OCCUPATIONS

A. Purpose

The city's home occupation regulation exists to preserve the residential characteristics of neighborhoods while providing property owners with the ability to operate businesses out of their homes.

B. Home Occupation Requirements (Zoning Code: 5.03 (2))

A home occupation is an occupation conducted in a dwelling unit, provided that:

- a) A home occupation shall be conducted entirely within the principal residential structure with no more than 25% of the total floor area to be used in connection with the home occupation. No home occupation shall be conducted in any accessory structure, nor shall the storage of equipment related to the home occupation be contained within any accessory structure;
- b) There shall be no change in the external appearance of the building or premises resulting from the home occupation nor shall there be any storage of products, equipment or materials on the lot. No more than one sign, not to exceed 1 square foot in total sign area, is permitted on the building, which shall be non-illuminated and mounted flat against the wall of the principal building;
- c) Only members of the household residing on the premises where the home occupation occurs may be employed full or part-time in the home occupation. In no case shall a home occupation be permitted to operate earlier than 8 AM or later than 6 PM. An exception to this requirement is for direct sale of consumer products where parties for the purpose of taking orders or selling merchandise are held;
- d) Traffic generated by the home occupation shall not create safety hazards nor be substantially greater in vehicular size nor exceed on any continual basis the average number of vehicle trips that would normally be expected. Vehicles having a cargo area greater than twenty-two (22) feet in length or having dual rear axles are prohibited;
- e) No area on the residential property may be created to park any vehicles or equipment related to the home occupation. Any home occupation which requires the creation of parking in addition to the parking areas already provided for the single family residence shall not be operated within a residential zoning district. The use of a home occupation shall not reduce or render unusable areas provided for required off-street parking for the dwelling unit;
- f) A home occupation shall not produce heat, cold or dampness, create noise, vibration, fire, explosion, light, glare, dust, smoke, fumes or odor, electric or electronic disturbances detectable to normal sensory perception by a person located off the premises or beyond the walls of the dwelling; and
- g) A home occupation shall be conducted in accordance with all other city regulations and state and federal laws and licensing requirements.