

HOME OCCUPATION APPLICATION

Return to:  
Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4680

**Description of Request:**

\_\_\_\_\_  
\_\_\_\_\_

**Site Identification:**

Address: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

**Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION:

1. A completed application and filing fee of \$75.00. **The filing fee is non-refundable.**
2. A site plan that shows the location of the off-street parking area to be used by patrons/clients.
3. A written description of the home occupation, including but not limited to, (Refer to Section 207.020 of the City Code, on the back of this form, for the rules that must be adhered to):
  - a. Type of business
  - b. Number of employees
  - c. Use of delivery or courier service
  - d. Number, type, and frequency of clients/patrons
  - e. Location of the home occupation on the premises (basement, garage, etc.).
  - f. If in the dwelling, describe the number and type of building exit routes, and hours of operation.

## REVIEW PROCESS

1. The City Planner shall review the application in accordance with Sections 203.020 (D), 203.036 and the standards stated in Section 207.020 (Home Occupation).
2. Administrative Review: The City Planner shall review the application for compliance with the regulations of the Development Ordinance after receipt of a complete application that contains all required submittal information.
3. Waiver. The City Manager is authorized to waive the permit requirement if the home occupation can be conducted subject to the following restrictions:
  - a. No services shall be provided to customers on the premises.
  - b. Only vehicles routinely associated with single-family dwelling uses (including conventional automobiles, vans, minivans, sport utility vehicles and pickup trucks but excluding step vans or similar sized delivery vehicles) may pick up or deliver home occupation materials to the premises.
  - c. Compliance with the standards contained in Section 207.020 (Home Occupations).
4. Notice. The City Planner shall provide written notification to property owners within 150 feet of the property that a permit has been issued upon issuance of the permit. Failure to give a mailed notice or defects in the notice shall not invalidate the review process provided that a bona fide attempt has been made to contact the property owners.
5. Issuance and Conditions. If the City Planner determines that the use is in compliance with the conditions contained in Section 203, then the City Planner shall approve or deny the application. Conditions required by the Development Ordinance shall be applied to the approval. The application may be denied if the City Planner finds that the request proposed does not conform to the Development Ordinance
6. Decision and Appeal. Decisions of the City Planner shall be final unless the applicant or other aggrieved party submits an appeal in accordance with Section 203.020 (F), Appeals to Administrative Decisions.

## REVIEW CRITERIA

**HOME OCCUPATIONS MUST COMPLY WITH THE FOLLOWING STANDARDS.** The application shall include a written description for each of these criteria, including a scaled floor plan of the house and lot, showing the area of the house that will be used for the home occupation, and the area of the lot used for customer parking.

1. No signs shall be permitted on or off the premises.
2. No outdoor storage or display of materials shall be permitted.
3. No home occupation shall have an adverse affect on adjacent properties due to excessive traffic or offensive noise, light, odor, dust or other noxious substances. If the home occupation will require a delivery service, such as UPS, no more than six delivery/pick-up trips per week shall be permitted. Delivery vehicles shall not be larger than a typical step van. Customer visitation to the premises of the home occupation shall be by appointment only.
4. Adequate off-street parking must be proved for customers and for those who reside on the premises. All required parking space shall be located on an asphalt or bituminous surface, which is in character with the surrounding residential neighborhood.
5. Employment shall be restricted to persons who reside on the premises.
6. If customers will visit the premises, the areas accessible to customers shall comply with all applicable life safety codes.
7. The home occupation must be clearly accessory to the principal use of the structure as a dwelling unit.
8. There shall be no exterior evidence of the presence of the home occupation on the premises.
9. The home occupation shall not occupy more than 20% of the dwelling unit's floor area.