



PETERSBURG BOROUGH HOME OCCUPATION APPLICATION

APPLICANT/AGENT	LEGAL OWNER (IF DIFFERENT THAN APPLICANT/AGENT)
NAME	NAME
MAILING ADDRESS	MAILING ADDRESS
CITY/STATE/ZIP	CITY/STATE/ZIP
PHONE	PHONE
EMAIL	EMAIL

What is a "home occupation"? "Home occupation" means a profession or use customarily conducted entirely within a dwelling or accessory building by the owners, which use is clearly incidental and secondary to the dwelling or accessory buildings and does not change the character or appearance of the dwelling or exhibit other visible evidence of the conduct of such home occupation.

A home occupation shall permit the employment of one person not a resident in the subject home and shall have not more than fifteen percent of the existing floor space of the structures on the property, not to exceed five hundred twenty-five square feet, used for the business or profession.

Application Submission:

1. Complete this application, including your responses to criteria on page 3.
2. Include a Site Plan, please show location and size of area to be used for the home occupation (including storage area), and location and size of spaces available for off-street parking.
3. If you are proposing new construction, please include an elevation plan.
4. Application fee of \$120 may be paid in person at the Borough's Finance office or by phone 907-772-4425.
5. Applications will not be scheduled until complete and fees paid.

How is the application processed? Home occupation Permits are approved based upon the discretion (subject to appeal) of the Planning Commission. Assuming the materials submitted are accurate and complete and fees are paid, the proposal will be placed on the Planning Commission agenda for scheduling. The Planning Commission generally will schedule the application for a public hearing at the following month's meeting. The process includes the notification of all property owners within 600 feet of the site, a notice of the request advertised in the newspaper, posting of a notice at the subject property, and the preparation of a staff report for the Planning Commission.

It is recommended that the applicant attend the public hearing either in person or by video conference and be prepared to answer questions and present evidence supporting the requested permit. For the Planning Commission to approve a request for a CUP, the commission must find that based upon the information contained in the application and the testimony given at the public hearing the request meets the required criteria (see page 3 for criteria).

What happens after the Planning Commission's decision? After publicly discussing the case, the Planning Commission may approve, deny, or continue the case to a later meeting for further study. It is important to know that if an application is approved, there is a ten-day appeal period. During this time an appeal may be filed by the applicant, a property owner within 600 ft, or a governmental agency. An appeal requests that the Borough Assembly reverse or modify the decision of the Planning Commission. An appeal may be filed and paid for at the Borough Clerk's Office in the Municipal Building. The appeal will then be scheduled to be heard by the Borough Assembly which may affirm, modify or overturn the Planning Commission action.

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HOME OCCUPATION PERMIT APPLICATION

For Borough Use

Base Fee: \$50

Public Notice Fee: \$70

Total: \$120

Date:

Check No. or CC:

Received by:

Code to: 110.000.404110

APPLICANT INFORMATION

NAME:

PROPERTY INFORMATION

PHYSICAL ADDRESS or LEGAL DESCRIPTION:

PARCEL ID:

ZONE:

OVERLAY:

CURRENT USE OF PROPERTY:

LOT SIZE:

PROPOSED USE OF PROPERTY (IF DIFFERENT):

WASTEWATER SYSTEM: What is the current or planned system? ☐ Municipal ☐ DEC-approved on-site system

WATER SOURCE: What is the current or planned system? ☐ Municipal ☐ Cistern/Roof Collection ☐ Well

LEGAL ACCESS TO LOT(S) (Street Name):

HOME OCCUPATION STANDARDS

1. Is the occupation conducted entirely within a dwelling or an accessory building? ☐ Yes ☐ No

If no, please explain on page 4.

2. Will the occupation change the character or appearance of the dwelling? ☐ Yes ☐ No If yes, please explain on page 4.

3. Will there be any visible evidence of the occupation at the dwelling? ☐ Yes ☐ No If yes, please explain on page 4.

4. Will there be any employees who are not residents of the home? ☐ Yes ☐ No If yes, how many?

5. Will any customers be coming to the dwelling? ☐ Yes ☐ No If yes, please describe on page 4.

6. Is there off-street parking to accommodate customers? ☐ Yes ☐ No

7. Is your business registered to collect sales/transient room tax through [MuniRevs](#)? ☐ Yes ☐ No

SUBMITTALS

Have you included a site plan showing location and size of area to be used for the home occupation (including storage), and location and size of area available for off-street parking? ☐ Yes ☐ No

SIGNATURE(S)

I hereby affirm all the information submitted with this application is true and correct to the best of my knowledge. I also affirm that I am the true and legal property owner or authorized agent thereof for the property subject herein.

Applicant(s): _____ Date: _____

Owner (if different from applicant): _____ Date: _____

19.72 HOME OCCUPATION - CONDITIONAL USE APPLICATION

Applicant Name: _____

Project Summary:

Please respond to the following conditions of approval as required in Petersburg Municipal Code 19.72.020 below:

(Note: In addition to meeting criteria, all regulations and requirements of Title 19 must be satisfied to qualify for a conditional use permit.)

1. The commission shall consider the suitability of the property, the character of the surrounding property and the economic and aesthetic effects of the proposed use upon the property and the neighboring property. The use will be permitted if it is in harmony with the general purpose and intent of this title and where the use will be in keeping with the uses generally authorized for the zone in which the use is to take place.

2. Exits and entrances and off-street parking for the conditional use shall be located to prevent traffic hazards or congestion on public streets.

3. In addition to the conditions of subsections (A) and (B) of this section, schools, governmental and civic buildings and other public uses shall meet the following condition: The proposed location of the use and size and character of the site shall facilitate maximum benefit and service to the public.

HOME OCCUPATION – ADDITIONAL INFORMATION

Applicant Name _____