



CITY OF SHEBOYGAN
HOME OCCUPATION ZONING
COMPLIANCE APPLICATION

Fee: _____

Review Date: _____

Read all instructions before completing.

SECTION 1: Applicant/ Permittee Information

Name (Ind., Org. or Entity)			
Mailing Address	City	State	ZIP Code
Email Address		Phone Number (incl. area code)	

SECTION 2: Other Person Involved in the Home Occupation

Name			
Mailing Address	City	State	ZIP Code

SECTION 3: Written Description of Proposed Home Occupation

Please attach written letter describing home occupation.

SECTION 4: Certification and Permission

Certification: I hereby certify that I am the owner or authorized representative of the owner of the property which is the subject of this Home Occupation Zoning Compliance Application. I certify that the information contained in this form and attachments are true and accurate. I certify that the project will be in compliance with all conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.

Permission: I hereby give the City permission to enter and inspect the property at reasonable times, to evaluate this notice and application, and to determine compliance with any resulting permit coverage.

Name of Owner/Authorized Representative (please print)	Title	Phone Number
Signature of Applicant		Date Signed

Complete application is to be filed with the Department of City Development, 828 Center Avenue, Suite 208. If required to be placed on the agenda of the City Plan Commission, application must be filed three weeks prior to date of meeting – check with City Development on application submittal deadline date. Applications will not be processed if all required attachments and filing fee (payable to the City of Sheboygan) are not submitted along with a complete and legible application. Application filing fee is non-refundable.

See Home Occupation regulations on reverse.

CERTIFICATION OF ZONING COMPLIANCE

1. The home occupation will be conducted completely within the dwelling unit, accessory building or structure and not on any porch, deck, patio or other unenclosed or partially enclosed portion of the dwelling unit.
2. The home occupation will be conducted by a resident of the dwelling unit, and no more than one other person who resides on the premises will be employed, on either a part-time or full-time basis, in the business.
3. No more than 25 percent of the total living area of the dwelling (exclusive of garage and porch areas) will be used for the home occupation.
4. The dwelling unit used for the home occupation will not serve as a storage facility for a business conducted elsewhere.
5. No activity, materials, goods, or equipment incidental to the home occupation will be externally visible.
6. Not more than one sign, not to exceed two square feet, non-illuminated and flush wall mounted only, will be used to advertise the home occupation.
7. The use of the dwelling unit for the home occupation will in no way be incompatible with the character of nearby residential areas.
8. In no instance will the home occupation create a nuisance for neighboring properties.
9. No stock in trade (except articles produced by the members of the immediate family residing on the premises) will be displayed or sold on the premises.
10. Conditional use regulations for property within the NR-6, MR-8, SR-5 and UR-12 Zoning Districts:
 - a. All standards 1 through 9 above, will apply.
 - b. Personal services uses are permitted as conditional home occupation uses within these districts.

Shall comply with Section 15.905, standards and procedures applicable to all conditional uses.