



No Fee Required

Date _____

Staff _____

License #: _____

APPLICATION FOR HOME OCCUPATION

This application/permit is required in order to conduct home occupation business subject to Section 320-110 (listed on the back of this application) of the Town of Cedarburg Code and applies to all residential districts, and A-1 and A-2 districts.

Applicant:

Name: _____

Address: _____

Phone No. (____) _____ Email (____) _____

Home Occupation Applying for: _____

Number of employees / list number of non-resident employees as well: _____

Signage being erected on mailbox (circle one) if yes, attach rendering with dimensions: Yes / No

The following holds true (paraphrased from Town Code):

- (1) A home occupation or professional office shall be carried on only by a member of the immediate family residing on the premises, carried on wholly within the principal building or accessory building thereto.
- (2) The home occupation or professional office shall employ no more than one nonresident employee.
- (3) There shall be no exterior signage other than one sign not exceeding two square feet in size and placed on the residential structure or mailbox (cannot be illuminated).
- (4) Outside storage/activity related to the home occupation/professional office that will indicate from the exterior that the building(s) is being used in whole or in part for any purpose other than that of a dwelling is prohibited.
- (5) The home occupation/professional office is to be clearly incidental to the residential use and shall not exceed 25% of the area of any floor.
- (6) No articles shall be sold or offered for sale on the premises except such as is produced by the occupation on the premises, and no mechanical or electrical equipment shall be installed or maintained other than such as is customarily incidental to domestic use.
- (7) No mechanical equipment may be used which creates an excessive disturbance, such as noise, dust, odor or electrical disturbance.
- (8) The home may not be altered to attract business.
- (9) No motors shall be utilized which exceed two horsepower each and not exceeding five horsepower in total.
- (10) The volume of vehicular or pedestrian traffic or parking shall not result in congestion or be in excess of what is compatible with the neighborhood.
- (11) A home occupation or professional office shall meet fire and building safety requirements.
- (12) Persons conducting home occupations or professional offices must submit this application and pay any applicable fees for such use, and at any time before or after the permit is issued furnish such information as required by municipal officials with respect to any procedures and processes, equipment, materials, chemicals, and any other items utilized in the home occupation or professional office.
- (13) A home occupation or professional office located in a rental dwelling unit shall require written consent by the owner of the property.
- (14) No home occupation or professional office shall create a public nuisance.
- (15) Any approved home occupations and professional offices as a permitted use shall be subject to any restrictions and/or stipulations placed on the permit by the Zoning Administrator, Administrator/Assistant Administrator, Building Inspector or its designated official as they see fit.
- (16) All home occupation and professional office permits are subject to biennial review.

The permit is non-transferrable and non-refundable. Completed application, form and applicable fee should be submitted to the attention of the Town Clerk: 1293 Washington Avenue, Cedarburg, Wisconsin 53012.

In submitting this application, I hereby agree to comply with the regulations imposed by the Town of Cedarburg Code, including nuisance prohibitions and state law. I further agree to allow inspection of the premises by any person charged with enforcement of the Town code. I further state that I will not transfer this permit to another person or allow any other entity to operate under the authority of the license.

Applicant **Date**

Property Owner Signature (if the applicant is not the property owner) **Date**



HOME OCCUPATIONS

The following home occupations and professional offices may be permitted in all residential districts, and the A-1 and A-2 districts, by the Town through issuance of a certificate of compliance (this signed form) which is issued by the Zoning Administrator/Administrator/Assistant Administrator:

Permitted without a conditional use:

- (1) Tailoring, dressmaking, and sewing.
- (2) Typing, transcribing, word processing, telephone answering, preparing mailing and similar business services, including computer programing.
- (3) Painting, sculpturing, weaving, quilting, printmaking, ceramics, writing and similar artistic endeavors and making of home crafts.
- (4) Manufacturer representatives and sales representatives.
- (5) Drafting and graphic services.
- (6) Music and dance instruction limited to two pupils at a time, except for an occasional group.
- (7) Tutoring limited to two pupils at a time, except for an occasional group.
- (8) Repairing small electronic home appliances, watches and clocks.
- (9) Building tradespeople such as carpenters, painters, electricians, plumbers, masons, and wallpapering.
- (10) Service providers such as lawyers, architects, engineers, ministers, accountants, realtors, insurance agents or brokers, investment advisors, and other similar state-licensed professions.
- (11) State-licensed family child care centers up to eight children.

Permitted with a conditional use:

- (1) Medical, dental, and chiropractic services.
- (2) Dog day care, in-home boarding centers and kennels.
- (3) Pet grooming.
- (4) Adult day care.

Unspecified home occupations and professional offices. Any use as a home occupation or professional office that is not specified hereinabove, whether as a permitted or a conditional use, shall be considered prohibited.

Town Administrator

Date

Approve _____	License #: _____	Deny _____
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