



# HOME OCCUPATION APPLICATION

NOBLESVILLE DEPARTMENT OF PLANNING AND DEVELOPMENT  
16 S. 10<sup>TH</sup> STREET  
NOBLESVILLE, INDIANA 46060  
(317) 776-6325

DATE \_\_\_\_\_

FILE NUMBER \_\_\_\_\_

<b>THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE OWNER OF THE PREMISES.</b>		
<b>NAME OF OWNER:</b> _____	<b>PHONE NUMBER</b> _____	
	<b>MOBILE</b> _____	
	<b>FAX</b> _____	
<b>STREET ADDRESS</b> _____		
<b>SUBDIVISION NAME</b> _____	<b>LOT NUMBER</b> _____	<b>ZONING</b> _____

1. What is the nature of your home occupation? \_\_\_\_\_
2. What is the size of the property on which the home occupation is to be located?  
 Greater than, or equal to, five acres   
 Less five acres
3. What is the total square footage of the building in which the home occupation is to be located?  
 \_\_\_\_\_
4. What is the total square footage to be used for the operation of the home occupation?  
 \_\_\_\_\_
5. Will any business be operated from a detached building or a structure other than your home?  
 \_\_\_\_\_
6. Will any person, other than an immediate family member, participate in the operation of this home occupation? \_\_\_\_\_  
 If so, in what capacity? \_\_\_\_\_
7. Will any off-street parking be provided for the operation if this home occupation? \_\_\_\_\_
8. Describe the anticipated traffic that will be generated by the proposed home occupation? \_\_\_\_\_  
 \_\_\_\_\_
9. Will there be any external evidence, other than parking, that a home occupation will be located on the property? \_\_\_\_\_
10. Will stock in trade or commodities, other than those prepared, produced, or created on the premises by the operator of the home occupation, be kept or sold on the premises? \_\_\_\_\_

### ADDITIONAL REQUIREMENTS OF APPLICATION:

- A) A drawing of the real estate involved which shows the location and the size of the following:
  1. All structures on the property,
  2. All setbacks of these structures from property lines,
  3. All property lines and easements on the property,
  4. Widths and lengths of all entrances and exits to and from said real estate,
- B. A drawing, to scale, of the floor plan of any building to be used for the home occupation which indicates the area where the home occupation will be operated in that building.
- C. Certified mail notice to all owners of property within 200 feet of the subject parcel.

**THIS PERMIT IS VALID FOR A TWELVE (12) MONTH PERIOD FROM THE DATE OF APPROVAL. IF NOT RENEWED, THE APPROVAL SHALL BE CONSIDERED VOID AT THE END OF THAT TWELVE MONTH PERIOD.**

**APPROVED**

**DENIED**

Reviewed By \_\_\_\_\_

Reviewed By \_\_\_\_\_

Date Reviewed \_\_\_\_\_

Date Reviewed \_\_\_\_\_

\*\*\*\*\*See reverse side for terms and conditions of approval\*\*\*\*\*

**THE APPROVAL OF THIS APPLICATION IS CONTINGENT ON ALL OF THE FOLLOWING CONDITIONS BEING MET. FAILURE TO MEET ANY OF THE FOLLING WILL RESULT IN THE DENIAL OR REVOCATION OF THIS PERMIT AND POSSIBLE ENFORCEMENT ACTION BEING TAKEN AS OUTLINED BY THE NOBLESVILLE UNIFIED DEVELOPMENT ORDINANCE.**

- A. The primary use of the structure or dwelling unit shall remain residential, and the operator of the home occupation shall remain a resident in the dwelling unit.
- B. If the operator is a tenant, he or she shall provide a written letter from the property owner giving permission for the home occupation to be conducted on the property.
- C. No person may participate in, or assist with, the conduct or operation of the home occupation except:
  - 1) Individuals who are residents of the dwelling unit as mentioned above;
  - 2) Individuals whose sole participation in the use and operation of the home occupation is financial in nature;
  - 3) A non-resident assistant, subject to the following requirements and limitations:
    - (a) Participation by the non-resident assistant shall be in a subordinate capacity only, incidental to the conduct of the home occupation;
    - (b) The non-resident assistant shall not participate, totally or partially, in the capacity of an additional operator of the home occupation, as an additional practitioner of the professional, craft, or occupational service of the operator, or as a partner or professional associate thereof;
    - (c) Participation by the non-resident assistant shall be limited to forty (40) hours per week;
    - (d) No more than one (1) non-resident assistant shall be permitted. If more than one home occupation is conducted in the same dwelling unit, a non-residnet assistant shall be permitted for only one of the home occupations;
    - (e) No non-resident assistant shall be permitted at beuty shops, barbor shops, or other similier home occupations with a regular flow of customers.
- D. No structural additions, enlargements or exterior alterations changing the residential appearance to a business appearance shall be permitted.
- E. The home occupation shall be clearly incidental and subordinate to the primary residential use of the dwelling. No more than six hundred (600) square feet or twenty-five percent (25%) of the total square footage of the dwelling unit, whichever is lesser, shall be used in conduct of all home occupations operated from a property.
- F. Such home occupations shall be conducted entirely within the primary building. An accessory building may be utilized on a property of five (5) acres or more in area. In cases where accessory buildings are permitted to be used, the maximum total square footage of the home occupations operation shall be six hundred (600) square feet or twenty-five percent (25%) of the total square footage of all structures on the property, whichever is less.
- G. No additional and separate entrance incongruent with the residential structural design shall be constructed for the purpose of conducting the home occupation.
- H. No more traffic shall be generated by a home occupation than would normally be expected in a residential neighborhood.
- I. No provision for more than one (1) extra off-street parking space, other than the requirements and the permitted facilities of the zone district, shall be permitted. No part of a minimum required setback distance shall be used for off-street parking or loading facilities, and no additional driveway to serve such home occupations shall be permitted.
- J. No display of goods or external evidence of the home occupation shall be permitted, except for one non-animated, non-illuminated, non-flashing announcement plate, indicating not more than the name of the occupation and name and address of resident. Said plate shall be attached flat against the wall of the residence and shall not exceed one (1) square foot in total surface area.
- K. No stock in trade or commodities, other than those prepared, produced, or created on the premises by the operator of the home occupation, shall be kept or sold on the premises.
- L. No electrical or mechanical equipment shall interfere with local radio communications and television reception, or cause fluctuation in line voltage off the premises.
- M. Hours of operation of the home occupation shall not interfere with the use and enjoyment of the adjacent residential properties.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNITURE OF APPLICANT

\_\_\_\_\_  
NAME OF APPLICANT (PRINTED)

State of Indiana, County of Hamilton, SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

My Commission expires \_\_\_\_\_ 20\_\_\_\_