



City of Northport Home Occupation Application

All applications, plans, and supporting documents may be submitted by email to
planning@cityofnorthport.org

SUBMITTAL CHECKLIST

- | | |
|---|---|
| Completed Application | Deed Showing Proof of Ownership (if owner of property) |
| Signed Home Occupation Regulations Form | Notarized Letter from Landlord (if not owner of property) |

Property Address: _____

Applicant Name: _____

Applicant Mailing Address: _____

Applicant Phone: _____ Applicant Email Address: _____

Check All That Apply: Applicant Lives at Above Address Applicant is Property Owner

Is there currently a home occupation operating at this address? Yes No

Will anyone not residing at the residence be employed? Yes: if yes, how many? _____ No

Will customers or clients visit your home in connection with your business? Yes No

If yes, explain: _____

Will the outside appearance of the residence be altered to accommodate the business? Yes No

If yes, explain: _____

What specific types of services and/or products will you provide through the home occupation?

Will merchandise be sold from the premises? Yes No

If yes, explain: _____

What is the square footage of your home? _____

How much of this area will be used for the home occupation? _____

What materials, supplies, equipment, and/or vehicles will be used for the home occupation?

Where will the materials, supplies, equipment, and/or vehicles be stored for the home occupation?

How will the materials be transported to and from the business? _____

How many trips per day will you (and any partners) make to and from the business? 0-5 6-10 11 or more

How many off-street parking spaces are available at the residence? _____

BY CHECKING THIS BOX, I CERTIFY THAT I HAVE READ AND WILL COMPLY WITH THE FOLLOWING HOME OCCUPATION REGULATIONS:

Any building used for residential occupancy as a primary use may conduct a home occupation if the following standards are complied with in full at all times:

1. The home occupation will be clearly secondary and incidental to the use of the dwelling as a residence.
2. No more than 25% or 500 square feet of the total floor area (whichever is lesser) of the dwelling will be used for the home occupation.
3. The exterior appearance of the residence will not be altered from its residential character in any way in relation to the home occupation or enlarged to accommodate business activity, and no accessory structure will be used for the purpose of operating the home occupation.
4. No signs will be used in relation to the home occupation and there will be no visible evidence of the home occupation. All advertising material will state "By Appointment Only" and/or "No On Site Service".
5. No more than two company/commercial vehicles will be parked at the premises at any time in relation to the home occupation. At no time will there be company/commercial vehicles parked on the street or force the residences' vehicles to be parked on the street or in the front yard.
6. No more than one person not residing in the dwelling will be engaged in the operation of the home occupation.
7. No merchandise will be distributed to customers on the premises.
8. No materials, goods, supplies, or equipment will be displayed or stored outside on the premises in relation to the home occupation.
9. No dangerous weapons, such as knives, firearms, or air guns, will be sold in relation to the home occupation.
10. The home occupation will not create any nuisances or hazards, such as excessive traffic, noise, odors, etc., any greater than is normally expected in a residential neighborhood.
11. No repair of any vehicles will occur on the premises in relation to the home occupation.

BY CHECKING THIS BOX, I HEREBY AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

The information contained in this document is true and correct and may be relied upon by the City of Northport. By typing my name and by checking this box, this acknowledges that I am bound by this document just as if I had signed the document rather than typed my name to this document.

Applicant Signature: _____ Date: _____

Office Use Only	Parcel ID Number: _____	Permit Number: _____
Zoning District: _____	Comments: _____	
Approved By: _____	Date: _____	