

Home Based Business Sample Permit

You have been approved for a permit to operate a business in a zone that does not permit an outright commercial activity in this zone. You may operate a business only under the following conditions allowed through the Williamstown Township Zoning Ordinance Section 2.06.

A Home Based Business Permit shall only remain valid while the business activity complies with the following conditions:

1. The home-based business must be clearly incidental to the residential use of the property and will not be detrimental or disruptive in terms of appearance or operation to neighboring properties. (2.06(A)1)
2. The exterior appearance of any structure shall not be altered due to the business activity. (2.06(A)2)
3. No business activity shall be conducted in such a manner so as to cause the premises to differ from a residential character, whether by the use of colors, materials, construction, lighting, signs (except as permitted), or the emission of sounds or vibrations. (2.06(A)3)
4. Any business activity conducted in a residence or accessory structure that shall require the use of electrical, mechanical, plumbing or structural changes shall obtain all necessary permits and inspections prior to use.
5. The delivery and pickup of goods and materials used and/or produced in the operation of the home-based business shall be limited to the customary activity of the United States Postal Service and/or alternative package services common to residential property in the area. (2.06(A)4)
6. The Township may limit hours of operation if deemed necessary to maintain the residential character of the neighborhood. (2.06(D)7)
7. A current and valid Williamstown Township permit must be maintained. (2.06(E)2.c)
8. The total area within the principal dwelling devoted to a home-based business shall not exceed 50% of the usable floor area of the dwelling unit. Accessory buildings may be occupied by a home-based business, to a maximum usage of 4,000 sq.ft., provided that there is no external evidence of the business activity in an accessory building and it is in full compliance with the standards for accessory buildings, as provided for in Section 2.03 of this Ordinance. (2.06(D)5&6)
9. Vehicular traffic flow and parking demand may increase by no more than two additional vehicles at a time. No more than ten customers or clients shall visit the dwelling unit for services or products during any one day. (2.06(A)5)
10. The home-based business permit shall be restricted to the resident occupants of the dwelling unit at the time of initial application and may not be transferred or sold except upon re-review (including a new hearing) by the Township. (2.06(E)2b)
11. No more than one home-based business shall be permitted per residence. A home-based business shall be conducted solely by the resident occupants of the dwelling unit, plus not more than one full-time-equivalent non-resident employee or independent contractor. If the resident occupant is not the owner of the dwelling unit, the owner shall submit a notarized affidavit granting permission for the activity to take place within the dwelling unit. (2.06(D)3)
12. No outdoor display and/or storage of materials, goods, supplies, or equipment used in the home-based business shall be permitted on the premises, except that outdoor storage or display may be permitted in the AG-C district, subject to prior Planning Commission approval and consideration of the impacts on the character of the neighborhood. (2.06(D)2)
13. **Signs.** Up to one, non-illuminated, freestanding or wall signs may be permitted for a home-based business, provided that the total sign area for all signs shall not exceed four square feet. Signs shall not be located in any road right-of-way and shall not obstruct the clear vision of drivers. Freestanding signs associated with a home-based business shall not be greater than five feet in height. (2.06(D)4)
14. **Parking.** Any increased demand for parking, including one space for each non-resident employee, shall be met off the street and behind the required front setback line. (2.06(A)5a)
15. All other criteria outlined in Williamstown Township Zoning Ordinance 2.0 shall be complied with.

I have read the above and agree to comply with the requirements.

Business Name _____

Business location _____

Approved Use _____

Business Owner Name: _____ **Signature** _____

Property Owner Signature: _____ **Date** _____

Authorized Township Official Signature:

Date

DRAFT