

CITY OF MITCHELL
Planning Department
612 N. Main St
Mitchell, SD 57301
Ph (605) 995-8433 Fx (605) 995-8410
www.cityofmitchell.org

<i>HOME OCCUPATION APPLICATION</i>

Name of Applicant: _____

Name of Property Owner: _____

Address: _____

Description of Home Occupation: _____

The City of Mitchell Zoning Code requires that home occupations comply with the follow conditions:

1. The use shall be conducted entirely within the dwelling unit and shall be conducted entirely by the residents of the dwelling unit. No other employees shall be hired.
2. The area set aside for a home occupation shall not exceed twenty percent (20%) of the total floor area of the residence, including garages. The permissible floor area includes that space necessary for storage of goods or products associated with the home occupation.
3. Merchandise offered for sale shall be clearly incidental to the home occupation; provided, however, that orders may be taken for later delivery off premises.
4. Delivery of products to the home for business purposes shall not occur more frequently than twice a week. Delivery by trucks or vehicles not ordinarily utilized for residential deliveries shall be prohibited.
5. No toxic, explosive, flammable, combustible, corrosive, etiological, radioactive, or other restricted material shall be stored on site.
6. No mechanical equipment other than that ordinarily utilized within a dwelling unit for household or hobby purposes shall be permissible.
7. No activity shall be conducted which would interfere with radio or television transmission or reception in the area, nor shall there be any offensive noise, smoke, dust or heat noticeable beyond the premises.
8. No home occupation shall require internal or external alteration of the residence or other visible evidence of the conduct of such home occupation.

9. The operation of the home occupation shall not cause or encourage excess vehicular or pedestrian traffic not ordinarily associated with the residential area in which the home occupation is conducted, except under the following conditions:
 - a. Public access to the home occupation shall be by invitation only and there shall ordinarily be no more than one vehicle not owned by the occupants on or adjacent to the property for business purposes, except that appointments may overlap for a time period not exceeding thirty (30) minutes.
 - b. The business will generate no more than four (4) visits per day for clients or customers.
10. Advertising associated with the home occupation shall be by phone number only. On premises advertising shall be limited to one nonilluminated sign not exceeding one square foot, which shall be attached to the dwelling. The legend shall show only the name of the occupant and the type of occupation and shall be neutral in color.
11. If the home occupation is the type in which classes are held or instructions given, there shall be no more than four (4) students on the premises at any one time. Parking restrictions as indicated in item 9.
12. Operation of a home occupation shall be restricted to the hours of eight o'clock (8:00) A.M. to nine o'clock (9:00) P.M.

Yes, I will I agree to the conditions listed above.
 No, I would like an exception to item(s), explain _____

If the applicant meets all the conditions listed above the application will be issued administratively. All other applicants who do not meet the criteria above shall be required to make application for a conditional use permit under provisions of the city zoning code.

Approval of the application either administratively or by a conditional use permit shall not preclude, invalidate, or override existing covenant, bylaw or rule a condominium association, common interest community, housing cooperative, or landlord which prohibits, restricts or regulates home occupation in a stricter manner than municipal code.

 Applicant signature _____
 Date

Office Use:	
Date received _____	Staff _____
_____ Administratively approved	_____ needs a conditional use.