



**City of Nevada, Planning & Zoning Dept.
Permitted Home Occupation**

Application Form

(This form must be filled out completely before your application will be accepted)

1. **Property Address** for this Home Occupation Permit: _____

2. **Property Owner:** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

3. **Applicant:** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

4. **Contact Person:** _____

Address: _____
(Street) (City) (State) (Zip)

Telephone: _____
(Home) (Business) (Fax)

MUST BE FILED WITH PLANNING & ZONING



Permitted Home Occupation

Application Packet

1. **Application Packet.** Be sure to complete and submit **all the required materials** that are part of this Application Packet. Failure to do so will result in a delay in accepting your application until it is complete.

The "Application Packet" for a "Permitted Home Occupation" includes the following:

- Application Form (This form must be completed for all applications.);
 - Supporting information (Each standard listed must be addressed.);
2. **Approval Process.** Applicants must submit all required information and materials to the Department of Planning and Zoning. The application will be reviewed by City staff, and the applicant will be notified of the decision of the Department. **The request will be processed only if sufficient facts are submitted with this application to support a finding by City staff that all of the criteria for granting a home occupation permit have been met.** If the applicant is aggrieved, the decision may be appealed to the Board of Adjustment within 30 days.

IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS APPLICATION, PLEASE CONTACT THE DEPARTMENT OF PLANNING AND ZONING.

Phone: 515-382-5466
FAX: 515-382-5469

Signed by: _____ **Date:** _____
(Property Owner)

(Note: No other signature may be substituted for the Property Owners Signature)

And: _____ **Date:** _____
(Applicant)

And: _____ **Date:** _____
(Contact Person)



Permitted Home Occupation *Supporting Information*

(This form must be filled out completely before your application will be accepted.)

The City of Nevada can grant a Home Occupation Permit for a "Permitted Home Occupation", only if all of the following criteria are met. In order to facilitate review of this application for a Special Use Permit, the applicant must address each of the criteria set forth in Section 121.05(I)

(Note: The applicant's explanation of how the request meets each standard may be attached on a separate sheet if sufficient space is not provided.)

- **Criteria for Permitted Home Occupations.** City staff shall review each application for the purpose of determining that all of the following criteria are met:

1. Area to be used. The activity shall be conducted in a manner that will not alter the normal residential character of the premises nor, in any way cause a nuisance to adjoining residents, nor shall there be any structural alteration to accommodate the occupation. There should be no emission of smoke, dust, odor, fumes, glare, noises, vibration, electrical or electronic disturbances detectable at the lot line that would exceed that normally produced by a single residence. Special noise exceptions will be allowed for day-care homes due to the nature of the clients using the facility. **Please indicate any changes that will be made to the premises and identify any problems that may be detectable at the lot line.**

- Explain how the request meets this standard.

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2. The activity shall be located within the principal structure. It shall occupy no more than 50% of a single floor area of the residence. **Please indicate the total floor area of the residence, the floor area involved in the home occupation, and whether the home occupation will occupy an accessory building.**

- Explain how the request meets this standard.

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3. **Signs.** Any sign utilized at the home occupation shall be limited to one flush-mounted sign on the main residential structure, which shall not exceed two square foot in area. Such sign shall not be lighted and nonreflecting materials shall be used. The legend shall show only the name of the occupant and the type of occupation. Color shall be consistent with the residential character. **Please indicate the size, type, color and location of any sign.**

- Explain how the request meets this standard.

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4. Equipment. There shall be no mechanical equipment used except as customary for domestic household purposes. Any merchandise or stock in trade sold, repaired or displayed shall be stored entirely within the residential structure. No storage is to be visible from lot lines. **Please indicate the type of equipment to be used.**

- Explain how the request meets this standard.

5. Employment. The activity shall employ members of the household residing in the dwelling and not more than one non-resident. **Please indicate who will be employed and whether the employee resides in the dwelling.**

- Explain how the request meets this standard.

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6. Traffic. The activity shall not generate significantly greater traffic volumes than would normally be expected in a residential area. The delivery and pick up of materials or commodities to the premises by commercial vehicles shall not interfere with the delivery of other services to the area.

- Explain how the request meets this standard.

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7. Parking Criteria. Only two delivery vehicles associated with the activity may be parked on the street near the premises.

- Explain how the request meets this standard.

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8. Class Size. If the home occupation is the type in which classes are held or instructions given, there shall be no more than four (4) students or pupils at any given time.

- Explain how the proposal meets this standard.

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