AUBURN

HOME OCCUPATION APPLICATION

PLANNING DEPARTMENT

171 North Ross Street, Suite 100 Auburn, AL
36830
(334) 501-3040 ~ webplanning@auburnal.gov

Case #: _____
X-Ref Case #: _____
Date Approved: _____

Applicant Name: _____ Site Address: _____

Mailing Address: _____ Current Zoning: _____

_____ Phone Number: _____

Email Address: _____ Fax Number: _____

APPLICANT MUST SUPPLY A COPY OF DEED OR A NOTARIZED LETTER FROM LANDLORD GRANTING PERMISSION FOR A HOME OCCUPATION

ANSWER ALL QUESTIONS CAREFULLY AND COMPLETELY:

Do you live at the address listed above? ☐ Yes ☐ No

Do you live on the Auburn University campus or other state-owned property? ☐ Yes ☐ No

Does anyone else living at the above address have an approved home occupation in this residence? ☐ Yes ☐ No

What specific type(s) of service and/or product will you provide through this business? _____

_____

What is the approximate floor area of your home? _____ sq. ft.

How much of this area will be used for the home occupation? _____ sq. ft. (25% or 500 sq. ft. maximum)

Will these activities be carried out inside your home? ☐ Yes ☐ No If no, where? _____

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

How many people other than yourself will work for this business on the premises? (max. 1) _____
(Employment tax may be monitored to verify compliance.)

Will merchandise be sold from the premises? ☐ Yes ☐ No If so, explain: _____

What materials, supplies, equipment and/or vehicles will be used for the business? _____

Where will they be stored? _____

How will they 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 for your residence? _____

Comments: _____

I, the applicant, understand and agree to the conditions for approval of my home occupational use, as set forth in the City of Auburn Zoning Ordinance. All of the above facts are true and correct to the best of my knowledge. I will inform the Planning Department of a change in location or any other change in my business relating to these requirements.

Applicant's Signature:	Date:
Applicant's Name (Please print):	

Received by: _____ Date: _____

507.04 Detailed Accessory Use Regulations: Home Occupations.

A. Purpose. It is the purpose of this Section to provide residents of the City of Auburn a wide range of opportunities in the use of their residences in profitable activities. However, the character of the City's residential areas must also be preserved. Therefore, these regulations shall ensure that such activities remain limited in scope so as not to interfere with the principal use of any residential neighborhood or development.

B. General Regulations. All home occupations shall meet the following criteria:

1. The home occupation must be clearly secondary and incidental to the use of the dwelling unit as a residence. No more than 25 percent of the total floor area of the dwelling shall be used for the home occupation, to a maximum of 500 square feet. For the purposes of this Section, "total floor area" shall include all heated and ventilated areas within the dwelling. Garages, carports, outside storage rooms, and porches shall be excluded.

   At the Planning Director's option, a floor plan of the residence may be required, indicating the specific location(s) and extent of the business activity.

2. The exterior appearance of the dwelling unit and/or premises shall not be altered, nor the occupation within the dwelling unit conducted, in any manner that would cause the premises to differ from its residential character or from the character of the neighborhood.

3. The home occupation shall be operated in the existing dwelling unit, which shall not be enlarged to accommodate the business activity.

4. No new accessory structure shall be built, nor shall any existing accessory structure be used, for the purpose of operating the home occupation.

5. There shall be no visible evidence that the dwelling is being used to operate a home occupation. Signs shall not be permitted. No more than two (2) company or commercial vehicles shall be parked at the premises at any time.

6. A maximum of one (1) person not residing in the dwelling may engage in the operation of the home occupation.

7. No merchandise shall be distributed to customers on the premises.

8. No advertising material shall indicate the business hours, address and/or physical location of the business.

9. There shall be no outside display or stage of materials, goods, supplies, or equipment used in the home occupation on the premises.

10. Off-street parking shall be provided on the premises, as required by Section 509.

11. The operation of a home occupation shall not create any nuisance such as excessive traffic, on-street parking, noise, vibration, glare, odors, fumes, smoke, dust, heat, fire hazards, electrical interference or fluctuation inline voltage, or hazards to any greater extent than that normally experienced in the residential neighborhood, or be present or noticeable beyond the property boundaries of the home occupation premises.

12. The operation of a home occupation shall not involve the sale of any dangerous or deadly weapons such as knives, firearms, or air guns.

13. The on-site repair of vehicles shall be prohibited as a home occupation.

C. Application Procedures. Any applicant for a home occupation zoning certificate shall pay a fee as established in Article IV, and submit an application form, together with any required attachments, to the Planning Director. The Planning Director shall have three (3) business days to approve or deny the application, or inform the applicant that more information is needed to reach a decision.

Each application for home occupation approval shall submit a deed to the property on which the proposed business will be conducted. If the applicant does not own the property, he/she shall obtain from the owner a signed and notarized letter of authorization to apply for home occupation approval.

No more than one (1) home occupation shall be approved in any residential dwelling unit. A fraternity, sorority, or boarding house shall constitute a single dwelling unit.

If an applicant fails to provide required documentation, or provides insufficient information, to determine compliance with this Section, the application shall be denied.

D. Other Provisions.

1. Home-based businesses offering child or adult day-or nighttime-care services to more than two (2) person shall not be considered home occupations under this Section, but shall be regulated under Section 507.05. These businesses, if previously approved as home occupations, may continue operating as such until the expiration of the current business license.

2. Yard or garage sales shall be exempt from these regulations under the following conditions:

   a) sales shall last no longer than two (2) consecutive days;
   b) sales are held no more than two (2) times per year, with an intervening time period of at least 30 days;
   c) the property on which the sale is conducted shall be owned by one of the participants;
   d) no good purchased for resale may be offered for sale;
   e) no consignment goods may be offered for sale;
   f) all directional or advertising signs shall be removed immediately upon completion of the sale.

3. The Planning Director, or his/her designee, shall be permitted upon reasonable request to enter and inspect the premises of an approved home occupation at any time to verify compliance with these regulations.

4. Any existing home occupation not in compliance with these regulations may continue operating as a nonconforming home occupation under the following conditions:

   (a) the home occupation was approved prior to the effective date of these regulations;
   (b) the home occupation is in compliance with all regulations in effect at the time of its approval;
   (c) the business activity has continued since the effective date of these regulations without ceasing for a period in excess of 30 days;
   d) the home occupation holds a valid business license issued by the City of Auburn Finance Dept.;
   e) the home occupation has operated in a lawful manner at all times prior to adoption of these regulations;
   f) all signs shall be removed within six (6) months of the effective date of these regulations.

At each license renewal, the Planning Director shall indicate the nonconforming status of the home occupation on the zoning certificate.

NOTE:

An additional requirement not stated in the Ordinance is that no home occupations are to be approved for residential units on the campus of Auburn University. The City does not have zoning jurisdiction over the University campus. Also, the University's housing policy does not allow students to operate a business from campus housing.