

Case File No. \_\_\_\_\_  
Property Identification No. \_\_\_\_\_



**City of Prior Lake**  
**APPLICATION FOR A HOME OCCUPATION**

<b>Requested Action</b>	<b>Brief description of proposed project</b> (Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).

**Applicant:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)

**Property Owners** (if different than applicant): \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax)  
**Type of Ownership:**     Fee                       Contract for Deed                       Purchase Agreement

**Legal Description of Property** (Attach additional sheets if necessary):  
\_\_\_\_\_  
\_\_\_\_\_

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

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**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Fee Owner's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## **PROCEDURE FOR AN APPLICATION FOR A HOME OCCUPATION PERMIT**

**Overview:** A home occupation permit is required whenever a person wishes to conduct a business in or from their home located in a residential zoning district. A home occupation permit may be issued for any business complying with the following conditions:

- a. All material or equipment shall be stored within an enclosed structure.
- b. Operation of the home occupation is not apparent from the public right-of-way or any lake, except for parking of 1 vehicle not to exceed 9,000 pounds gross vehicle weight.
- c. The activity does not involve warehousing, distribution, or retail sales of merchandise produced off the site, except that storage up to 200 cubic feet of products and materials used to carry on the home occupation is permitted.
- d. No person is employed at the residence who does not legally reside in the home except that a licensed Group Family Day Care Facility may have one outside employee.
- e. No light or vibration originating from the business operation is discernible at the property line.
- f. Only equipment, machinery, and materials which are normally found in the home are used in the conduct of the home occupation.
- g. Space within the dwelling devoted to the home occupation does not exceed 400 square feet or 10% of the floor area, whichever is greater.
- h. No portion of the home occupation is permitted within any attached or detached accessory building.
- i. The structure housing the home occupation conforms to the Building Code; and in the case where the home occupation is a day care or if there are any customers or students, the home occupation has received a Certificate of Occupancy.
- j. All home occupations shall be subject to an annual inspection to insure compliance with the above conditions.
- k. All applicable permits from other governmental agencies have been obtained.

**Pre-Application Procedure:** Prior to submitting an application for a home occupation permit, applicants are encouraged to meet with the Community Development Staff to discuss whether or not the proposed business is consistent with the above criteria. If a decision is made to proceed after the advisory meeting or meetings, a formal application is made.

**Process:** If a proposed business meets all of the above criteria, an application for a home occupation permit can be processed administratively and approved by the staff. Approval of these applications will take approximately 10 business days.

## APPLICATION INSTRUCTIONS:

*No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.*

- **Application Fee:** Check payable to the “City of Prior Lake”. The filing fee is \$10.00.
- **Signed Application:** A completed application form signed by the owner or owners of the property.
- **Application Submittals:** The following items must be included with the completed application form. *Failure to provide any of the required information will result in an incomplete application.*
  1. A legal description and property identification number (PID) for the property in question.
  2. A written description of the proposed home occupation.
  3. A floor plan showing the location and dimensions of the area to be used for the home occupation.