

County of Caroline

Department of Planning
& Community Development
233 West Broaddus Street
Bowling Green, Virginia 22427
(804) 633-4303
(804) 633-1766 FAX



MEMORANDUM

TO: Home Occupation Applicants

FROM: Department of Planning & Community Development

RE: **Home Occupation Standards and Application**

Home occupation standards are intended to ensure compatibility with other permitted uses and with the character of the neighborhood. **If you are required to obtain a business license from the County Commissioner's Office, you are a resident of Caroline County, and the business address is the same as your home address, then a home occupation permit is required.** This is a zoning permit which allows your business operation to comply with the County's Zoning Ordinance. Please complete the attached form and submit the application along with the **\$75.00 permit fee** to the above address.

The following standards apply to **ALL** Home Occupations:

1. No person other than members of the family residing on the premises shall be engaged in such occupation.
2. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25 percent of the floor area of the dwelling unit or 25 percent of said floor area if conducted in an accessory building, shall be used in the conduct of the home occupation.
3. There shall be no change to the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign (**permit required**), not exceeding one square foot in area, non-illuminated.
4. There shall be no sales, other than items hand-crafted on the premises, in connection with such home occupation.
5. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be off street, outside of the required front setback.
6. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the dwelling unit occupation is conducted in a single family residence, or outside the dwelling unit if conducted somewhere other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises. Boarding and rooming houses, tourist homes, and private educational institutions shall not be deemed home occupations.

Minor Home Occupation Permit Application



Applicant

Name: _____

Address: _____

Phone#: _____ Fax#: _____

Email Address: _____

Landowner

Name: _____

Address: _____

Phone#: _____ Fax#: _____

Email Address: _____

Property Information

Physical Address: _____

Tax Map: _____ Voting District: _____

Subdivision: _____

I/We read this completed application, understand its intent and freely consent to its filing. The information provided is accurate to the best of my/our knowledge. I understand that the County may approve, conditionally approve, or deny the request for which I am applying. Furthermore, I grant permission to the Department of Planning and Community Development and other authorized government agents to enter the property and make such investigations as they deem necessary to evaluate the request.

Applicant's Signature Required

Applicant's Printed Name

Landowner's Signature Required

Landowner's Printed Name

Application Approved

Date: _____

By: _____

Application Denied

Date: _____

By: _____

Reason: _____