

File #: \_\_\_\_\_  
Date Received by City: \_\_\_\_\_  
Fee: \$ \_\_\_\_\_

**CITY OF SHELL ROCK, IOWA  
APPLICATION TO CITY STAFF  
FOR HOME OCCUPATION OR HOME INDUSTRY**

**Applicant Information:**

Name of Applicant:
Applicant's Address:
Applicant's Telephone Number:
Applicant's Alternate Telephone Number (Optional):
Applicant's Fax Number (Optional):
Applicant's Email Address (Optional):

**Property Information:**

General Address of Property in Question (parcel number, street address or road address):
Legal Description of Property in Question (Attach, if necessary):
<i>Attach a site plan or plot plan and names of property owners within two hundred (200) feet of the property in question.</i>

**Request Information:**

Existing Use of Property (Type of Residential Use):
Existing Zoning Classification
Proposed Home Occupation _____ or Home Industry _____:
Reason for the Request:

**Ordinance Standards:**

The following standards and criteria shall apply to home occupations and/or home industries:

1. The home occupation or home industry shall be clearly incidental and secondary to the use of the dwelling unit as a residence and the property as a residential use
2. If a home occupation, the use shall be conducted entirely within an existing dwelling unit, or if the use is a home industry, the use shall be conducted entirely and confined within an accessory detached building(s) located upon the property
3. The home occupation or home industry shall be conducted by a member(s) of the family residing within the dwelling unit and no more than one (1) non-resident employee.
4. There shall be no evidence of such occupation or industry being conducted within the dwelling unit, which is perceivable at or beyond the lot lines, by virtue of: outside storage, displays, noise, odors, smoke, vibration, heat, dust, electrical disturbances or excessive traffic generation.
5. Water, sewer, and waste disposal systems shall be subject to approval of the City Council.
6. Customer parking shall be provided and be as inconspicuous as possible on the premises.
7. If a home occupation, the proposed use shall occupy less than fifty (50) percent of the floor area of the dwelling unit in which it is located.
8. If a home industry, the accessory building shall meet requirements outlined in the City Zoning Ordinance.
9. Signage requirements: Only one (1) identification sign may be displayed upon the lot; Signs may only contain the name of the occupant and the nature of the occupation; Signs shall not contain more than four (4) square feet and shall be attached to the dwelling, in the case of a home occupation, or the accessory building, in the case of a home industry; Signs shall not be illuminated; Signs, if located along a state or federal highway, must obtain an Iowa Department of Transportation permit.

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**Acknowledgement and Certification of the Applicant and/or Owner:**

I/We understand this application, and that it with required attachments, constitutes our entire request and that a decision shall be made based on the City Comprehensive Land Use Plan and City ordinances; this application and any attachments; and public input. I/We certify that the information we have provided to the Zoning Administrator and City Council is complete, accurate, and true to the best of our knowledge. Any intentional falsification or change in the information contained in this application, or to the attached information, shall cause: this application to become null and void; the nonrefundable fee to be forfeited; and any approved home occupation or home industry permit to be revoked.

I/We understand that the nonrefundable fee for having this application considered is \$\_\_\_\_\_. Under no circumstances shall all, or part, of this fee be refunded to applicant.

In order to address any questions or issues that may arise during this process, it is strongly suggested that the applicant/owner be present at all meetings during review of this application. Unanswered questions or unresolved issues caused by the absence of the applicant may cause the application to be rejected.

If approved by the City Council, a home occupation or home industry permit will be valid until the home occupation or home industry ceases, or the property changes ownership, or it is revoked by the City Council after a public hearing. Because operating a home occupation or home industry is a privilege, a previously approved application may be revoked by the City Council upon substantiated complaint of the surrounding neighborhood, or upon violation of City Ordinance, or the City of Shell Rock Code of Ordinances.

If denied by the City Council or revoked by the City Council, a property owner must wait for a period of one (1) year before reapplying for a home occupation or home industry permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Signature, if not the applicant

Date: \_\_\_\_\_

Date: \_\_\_\_\_