



# ZONING & LAND USE APPLICATION

## INTERIM USE PERMIT – SPECIAL HOME OCCUPATION

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

HOME OCCUPATION PERMIT REQUEST			
Property Zoning			
Type of Business			
Hours of Operation			
Location of Business			
Equipment Used			
Number of Employees		Number of Customers	

FEES			
Application	\$250	Escrow	N/A

### ACKNOWLEDGEMENT

**APPLICANT STATEMENT**

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

\_\_\_\_\_

*Applicant Signature*

\_\_\_\_\_

*Date*

**OWNER STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

\_\_\_\_\_

*Applicant Signature*

\_\_\_\_\_

*Date*

<b>SUBMITTAL REQUIREMENTS</b>	
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Written Statement	This narrative shall describe the requested Home Occupation Permit approval and the intended use of the property, detailed description of the business and use of the structures and/or property, compatibility to the surrounding land uses, and a detailed justification as to why the City should consider and approve the request. The narrative must also describe how the Home Occupation will comply with all conditions listed in City Code §125-36.
Site Plan	The Site Plan must generally show how the home will operate on the site, including, but not limited to the following: <ul style="list-style-type: none"> <li>• all buildings/locations of the home occupation</li> <li>• proposed outdoor storage areas</li> <li>• proposed parking areas for business vehicles and/or customers</li> <li>• proposed signs and sign locations conforming to sign regulations</li> <li>• proposed alterations to buildings to accommodate the home occupation</li> <li>• proposed features necessary to hide visible evidence of the business from the public right of way and/or adjacent properties (i.e. plantings, fencing, etc.)</li> </ul>
Business Plan	The Business Plan must describe the operation of the home occupation. The Business Plan must address the following: <ul style="list-style-type: none"> <li>• hours of operation</li> <li>• product or services to be sold or provided on site</li> <li>• number of employees and parking</li> <li>• customer visits and parking</li> <li>• special vehicles required for business operations</li> <li>• number of deliveries and non-residential trips to/from the property</li> <li>• equipment used for the business</li> <li>• noise, odor, light and environmental concerns created by the business</li> <li>• types of materials and finished product to be stored and storage location(s)</li> <li>• material data safety sheets for items to be stored on site</li> <li>• permits required by federal, state, county or local agencies for the business</li> </ul>
Other Permits	Copies of permits required by federal, state, county or local agencies for business operations must be submitted with the application.
Mailing Labels	Mailing list, labels and map of names and addresses of property owners located within 350 feet of the subject property. Labels are available through Hennepin County at <a href="https://gis.hennepin.us/locatenotify/default.aspx">https://gis.hennepin.us/locatenotify/default.aspx</a> <i>The City may also provide this information for an additional \$25 fee.</i>
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Site Plan – 11" x 17" Electronic Application & Plans

*All documents are public information and may be used in written reports and distributed to the public.*

## PROCESS

MONTH 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MONTH 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

- Application submitted.
- 15 business day review completed.
- Notice mailed to property owners.
- Planning Commission meeting.
- City Council meeting.

## NOTICE TO APPLICANT

A Home Occupation Permit is a special zoning approval to allow the operation of a home-based business on residential properties within the City of Rogers. Home Occupations must not jeopardize the health, safety and general welfare of the surrounding neighborhood and/or enjoyment of properties by adjacent property owners. Approval of Home Occupation Permits are based upon several factors and are only approved provided the applicant is able to satisfy and conform to City standards, including zoning, Comprehensive Plan land use policies and performance standards. Home occupations are classified as interim uses. Certain types of home occupations are prohibited in the City of Rogers, including auto repair, engine repair, firearm sales, and welding.

All applications are reviewed individually and are evaluated based on their own merit(s). Home Occupation Permits are generally approved subject to several conditions, including permitted duration of the use, which must be satisfied before the permit is issued and the business may commence operation. Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for the proposed project in an effort to reduce delays. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are sent to the newspaper for publication and to all property owners within 350 feet of the property for which the request is made or project is located. Any person has the option of providing comment in writing or in person at the public hearing. Applicants are encouraged to discuss their request or project at public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.