

CITY OF SILVER BAY
HOME USE OCCUPATION PRE-APPLICATION

For anyone wishing to operate a home-based business for compensation, which houses inventory, and/or generates additional traffic within the neighborhood. There are some occupations that do not require a permit such as Home Retail Parties (Tupperware, Pampered Chef, Jewelry, etc.), Daycares, telemarketing, computer based businesses that do not have public coming to the home, or businesses that are conducted via phone/e-mail. All home occupation permits require a public hearing and must be renewed every 3 years. A pre-application for home occupation permits is required before completing a full application.

PRINT OR TYPE

Property location (Street Address and Legal Description): _____

Lot # _____ Block # _____ Division _____

Applicant Name: _____

Owner Name (if different): _____

Mailing Address: _____

Phone: _____ (home) _____ (business)

Please describe the type of business you intend to operate (Attach separate sheet, if necessary):

Will you have stock in trade stored in your home? _____
If yes, describe the merchandise, retail products or other items of stock in trade to be stored in your home and the amount of space required for storage area as a percentage of total gross floor area of your home.

Will you have people coming to your home for purposes related to your home occupation? _____
If yes, please describe the type of person coming to your home (i.e. customers, sales people, delivery or distribution people, etc.) and the frequency of their visits to your home.

Please describe in detail the type of equipment you will be using in your home occupation, including, but not limited to, office, electronic and mechanical equipment or machinery: _____

State the days and hours of operation of the home occupation: _____

APPLICANT SIGNATURE _____ DATE _____

OFFICE USE ONLY

Date Filed: _____ Home Use Occupation Required: _____ Yes _____ No
If yes, please complete full application and pay fee.

ZONING ADMINISTRATOR SIGNATURE

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As part of this application, the homeowner may install one sign for the intended business as long as the sign meets City Code Chapter 12 Section 1230.01.

PLEASE READ BEFORE COMPLETING. ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED. Applications must be completed, returned to City Hall, AND APPROVED before any construction can begin. If you are remodeling your home or changing the footprint of your property to accommodate the Home Use Occupation you must complete a Land Use Permit Application and/or a Building Permit Application.

PRINT OR TYPE

Property location (Street Address and Legal Description): _____

Lot # _____ Block # _____ Division _____

Applicant Name: _____

Owner Name (if different): _____

Mailing Address: _____

Phone: _____ (home) _____ (business)

Brief Description of Home Use Occupation (Attach separate sheet, if necessary):

Is your business filed with the State of Minnesota and is active? _____ Yes _____ No

If so, please attach a copy of active status with the State of Minnesota

Will the public be coming to your home? _____ Yes _____ No

Will you be storing inventory? _____ Yes _____ No

Does the occupation require 20% or more of the sq. ft. of the home? _____ Yes _____ No

Will there be a sign required for the business? _____ Yes _____ No

Will there be more than two (2) employees (not including owners)? _____ Yes _____ No

Will the occupation create noise, glare, light, vibrations, fumes or odors? _____ Yes _____ No

Will you require commercial vehicles for delivery or pickup? _____ Yes _____ No

What days and hours will you conduct business? _____

Will there be equipment that creates electrical interference? _____ Yes _____ No

What type of equipment will be used? _____

Will you be building/remodeling home for your business? _____ Yes _____ No

If so, explain: _____

(A building permit and land use permit may be required.)

Will you be installing a sign? _____ Yes _____ No

(If yes, please provide a drawing of your sign, its placement on the property and its dimensions.)

I hereby certify that I am the owner or authorized agent of the owner of the described property, representative of the existing conditions on the property. I understand this request will result in public notification process and hearing conducted in accordance with Minnesota Statutes. I consent to site visits by City representatives prior to the hearing. I understand further that falsifications of this application or any attachments thereto will serve to make this application and any subsequent permit invalid.

By signing this application I do hereby certify that all the information is complete and accurate. I further certify that there are no delinquent property taxes, special assessments, penalties, interest or municipal utility fees due on the parcel to which the application relates on the above stated property.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

Is proof of ownership attached (I.E. the recorded deed)? _____ Yes _____ No

Application fee (\$100.00): _____ ("After the fact" fee \$200.00)

OFFICE USE ONLY

Date Filed: _____

Administration Review: _____

Property Currently Zoned: _____

Exempt from Building Permit: _____ Yes _____ No

Zoning Administrator: Approved Denied Sent to Public Hearing

Reason Denied: _____

SIGNATURE

Date

Zoning Commission: Approved Denied

SIGNATURE

Date

City Council: Approved Denied

SIGNATURE

Date

Occupation Start Date: _____

End Date: _____

HOME USE OCCUPATION APPLICATION CHECKLIST

This form is completed by the City of Silver Bay and is only used as a guideline.

Name of Applicant: _____

Property Location: _____

Permit Number: _____

Date Completed

- _____ (RENEWAL ONLY) City received a Home Use Occupation Renewal Application
If existing permit expired, applicant will be considered new and required to go through full process with all fees applicable.
- _____ (RENEWAL ONLY) City received \$30 Renewal Application Fee

PRE-APPLICATION

- _____ City received a Home Use Occupation Pre-application
- _____ City determined a permit is required with application
- _____ Copy of property ownership received (I.E. the recorded deed)
- _____ Does property have delinquent utilities due? ____ Yes (\$ _____) ____ No
- _____ Does property have delinquent taxes due? ____ Yes (\$ _____) ____ No
- _____ Lake County Parcel ID _____
- _____ Will a sign be installed on the property? ____ Yes ____ No
- _____ City received drawing of sign, location, dimensions

APPLICATION

- _____ Fully completed permit application
- _____ Application fee (\$100.00) paid to City of Silver Bay
- _____ Deadline date to issue permit (60 days after City receives application)
- _____ Application sent to Planning & Zoning to set public hearing
- _____ Public hearing date set by Planning & Zoning Board
- _____ Affidavit of Mailing to local citizens
This includes a copy of the notice sent to property owners & a list of parties the notices were sent to. Notices sent to property owners within 350' for all hearings with the exception of rezoning in which notices will be sent to property owners within 500' of the property in this application. This must be done within 10 days before the public hearing but not more than 20 days.
- _____ Affidavit of public hearing publication
This must be completed 10 days before the public hearing but not more than 20 days.
- _____ Public hearing conducted
- _____ Planning & Zoning: ____ Approved ____ Denied
Planning & Zoning Chair must sign application
Reason for denial: _____
- _____ Council: ____ Approved ____ Denied
Mayor must sign application
Reason for denial: _____
- _____ Date permit issued

PERMITS – GENERAL OVERVIEW

This overview is provided to help ease the questions in the permit process, but is not all encompassing. Each project is different, therefore the Planning & Zoning Commission and/or City Council will determine if there is additional information required. Should you have any questions regarding permits, please contact City Hall at 218-226-4408.

PERMITS REQUIRED FOR ITEMS SUCH AS:

New construction, Alterations/Remodeling Sheds, Fences, Decks, Garages, Maintenance/Repair/Replacement Additions, Repaving of Driveway Approach, Demolition or moving of any building, Signing, Home Occupation, Rezoning

PERMITS MAY NOT BE REQUIRED FOR ITEMS SUCH AS*:

Residing (unless you alter the sheathing), Repaving (unless you repave approach), Window replacement (unless you change size or add windows), Shingling (unless you change physical aspects of the roof), Repairs, Maintenance or minor alterations that do not change the physical dimensions or shape of any building or structure on land, Garage sales (limit 2 per year), telemarketing, business conducted by phone

*Please contact City Hall with questions.

TYPES OF PERMITS THAT NEED TO BE COMPLETE AND REQUIRE FEES:

LAND USE	The purpose of a land use permit is to insure setback requirements, impervious surface requirements, variances, special conditions, signage, and zoning changes are adhered to. Application fee is \$50 and is non-refundable.
BUILDING	The purpose of the building permit is to insure changes to properties follow appropriate building codes and regulations. Building permit fees are determined upon the valuation of the structure changes. This permit most often is in addition to the Land Use Permit. Application fee is based on valuation and determined by the City.

CONDITIONS PLACED UPON LAND USE PERMITS THAT REQUIRE PUBLIC NOTIFICATIONS AND HEARINGS. THEY REQUIRE ADDITIONAL FEES AND APPLICATIONS:

HOME OCCUPATION	For anyone wishing to operate a home-based business for compensation, which houses inventory, and/or generates additional traffic within the neighborhood. There are some occupations that do not require a permit such as Home Retail Parties (Tupperware, Pampered Chef, Jewelry, etc.), Daycares, telemarketing, computer based businesses that do not have public coming to the home, or businesses that are conducted via phone/e-mail. All Home Occupation permits require a public hearing and must be renewed every three (3) years. A pre-application for home occupation permits is required before completing the full Home Use Application. Application fee is \$100. Renewal fee is \$30 / 3 years.
CONDITIONAL USE	These permits generally are designed for a specific use of the property as it relates to the zoning district in which the property is located. They may be allowed with specific restrictions set by the City. Additional charges apply. They require a public notification and hearing according to Minnesota Statutes. Application fee is \$250 plus Lake County Filing Fees.
VARIANCE	These permits generally are designed for a modification or variation from the provisions of the zoning district in which a property is located. They are typically granted when there are reasons of exceptional circumstances unique to the property which would cause a hardship. Additional charges apply. They require a public notification and hearing according to Minnesota Statutes. The variance is also filed with Lake County. Application fee is \$250 plus Lake County Filing Fees.
ZONING CHANGES	Anyone requesting a property zone change must complete the Land Use Application. No "spot zoning" is allowed. Additional charges apply. They require a public notification and hearing according to Minnesota Statutes. The zoning changes are also filed with Lake County. Application fee is \$250 plus Lake County Filing Fees.
PLATTING/SUBDIVISION	These are separate from the permit process.

Permits that require a public hearing must be submitted sixty (60) days prior to the start of the project. All other permit applications should be submitted to the City of Silver Bay at least two (2) weeks prior to the start of the project.