



CITY OF MONTICELLO
 Community Development
 505 Walnut Street, Suite 1
 Monticello, MN 55362
 (763) 295-2711 • Community.development@ci.monticello.mn.us

**Home Occupation Permit -
 Administrative
 Application Checklist**

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER & APPLICANT INFORMATION	
Owner & Applicant Name	
Owner & Applicant Address	
Owner & Applicant Phone	
Owner & Applicant Email	

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	<p>A written narrative which addresses:</p> <ol style="list-style-type: none"> 1. How many employees will be working at the home occupation site; 2. What activities will be occurring in conjunction with the home-based occupation (i.e. office work, customer visits, sales, stock storage, etc) 3. Vehicle related issues (e.g. will there be a vehicle(s) used in conjunction with the business? Will the business require any nonstandard deliveries to the site? Where will customers park? etc). 4. A calculation of the square footage within structures to be used by the home occupation. 	
	<p>A site plan showing in general how the home occupation will operate on the site. The site plan should show (as applicable):</p> <ol style="list-style-type: none"> 1. All buildings to be used by the home occupation; 2. Proposed outdoor storage areas; 3. Proposed parking areas for vehicles and/or customers; Proposed sign location(s) in conformance with sign regulations; 4. Any proposed alterations to buildings to accommodate the home occupation; 5. Any proposed features necessary to hide visible evidence of the home occupation from either the public right-of-way or adjacent properties (e.g. plantings, screening fences, etc). 	
	<p>If deemed necessary by the Community Development Department, a survey may be required to be submitted with the application in addition to a site plan.</p>	
	<p>Electronic copies of all written narratives and plan sets required above.</p>	
	<p>Application fee of \$50.00.</p>	

Property Owner & Applicant's Statement

I am the fee title owner of the described property and I agree to this application. This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.

(Signature)	(Date)
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Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

Application Submission Schedule

Application, required information, and payment must be submitted no later than 14 working days prior to desired approval date.

CITY APPROVAL

(Zoning Administrator Signature)	(Date)
(Community Development Director Signature)	(Date)
Administrative Home Occupation Permit	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

Approval is granted with the following conditions:

Administrative Home Occupation Permit Review Process

The Community Development Department will review all Administrative Home Occupation Permit applications.

1. Applications determined to conform with the approval criteria outlined in Section 2.4(M)(4)(a) shall be approved by the Community Development Department with any conditions deemed necessary. A copy of the approved permit shall be provided to the applicant which includes all conditions and comments.
2. Applications not conforming with the approval criteria outlined in Section 2.4(M)(4)(a) shall be denied by the Community Development Department. A notice of denial shall be provided to the applicant which includes all identified reasons for denial.

Administrative Home Occupation Permit Approval Criteria

Approval of an Administrative Home Occupation Permit shall be based on the following criteria:

1. The home occupation shall meet all of the general requirements for home occupations in Section 5.3(D)(15)(d);
2. The home occupation shall meet all of the general requirements specific to administrative home occupations in Section 5.3(D)(15)(f);

Administrative Home Occupation Permit Conditions of Approval

In approving an Administrative Home Occupation Permit, the Community Development Department may impose such reasonable conditions and requirements as deemed necessary and appropriate to ensure continued compliance with ordinance requirements.

Effect of an Administrative Home Occupation Permit

The issuance of an Administrative Home Occupation Permit shall authorize only the activities and uses approved by the Community Development Department.

An Administrative Home Occupation Permit, including any conditions, shall run with the land and shall not be affected by a change in ownership. The initial Administrative Home Occupation Permit for a property may be issued for a period of one (1) year.

Renewals of existing Administrative Home Occupation Permits may be issued for periods of up to three (3) years at the discretion of the Community Development Department upon consideration of the operation as observed by staff and the level of complaints made about the home occupation.

An applicant shall not have a vested right to a permit renewal by reason of having obtained a previous permit. In applying for and accepting a permit, the permit holder agrees that his monetary investment in the home occupation will be fully amortized over the life of the permit and that a permit renewal will not be needed to amortize the investment. Each application for the renewal of a permit will be reviewed without taking into consideration that a previous permit has been granted. The previous granting or renewal of a permit shall not constitute a precedent or basis for the renewal of a permit.

Duration of Permit

Failure to begin the approved home occupation within six months of the date of approval will invalidate the permit.

Upon written request, one extension of six months may be granted by the Community Development Department if the applicant can show good cause.