

Property Address: _____

SUPPLEMENTARY APPLICATION FOR HOME OCCUPATIONS

The **Conway Township** Zoning Ordinance permits residents a broad choice in the use of their residences as places of livelihood and the ability to produce a supplementary form of personal and family income. Criteria for the conduct of home occupations in building units in a residential district however is enforced to protect neighboring property owners from any adverse impacts of activities associated with a home occupation. The Ordinance is designed to maintain and protect the character of residential neighborhoods while permitting home occupations compatible to residential districts. Please answer the following questions as it relates to your home occupation. Conway Township reserves the right to request additional information and supportive documentation.

1. Give a brief description of the type of business you would like to operate at your home:

2. State the number of employees that do not reside in the residence who will be involved in the business at this site: _____
3. Does your business involve retail sales? Yes or No
Does your business involve mail order sales? Yes or No
Is merchandise delivered directly to your home? Yes or No
If yes to any, explain in detail _____
4. Do customers come to the business at this site? Yes or No. If yes, how many per day? _____
5. Does your business receive deliveries to the home? Yes or No. If yes, how many per day? _____
6. If your business is a service business, is it conducted at the residence or offsite? _____ If at the residence, please explain _____
7. Does the business require more than two off-street parking spaces? Yes or No
If yes, please explain _____
8. What type of vehicles will be used for the business? _____
9. Will the home occupation be performed entirely inside the buildings on site? Yes or No
If no, please explain _____
10. Will the home occupation use any outbuildings? Yes or No
If yes, identify the outbuildings _____
11. What is the gross floor area of the home including basement? _____ square feet
What is the floor area of the home being utilized for the occupation? _____ square feet
What is the gross floor area of any outbuildings being used? _____ square feet

*** Any home occupation shall be operated entirely within the buildings. Storage of goods, material, equipment, or products associated with a home occupation shall be permitted in any building, structure, attached or detached garage.**

**** If your business changes, you will need to come in for re-evaluation. Subject to annual review. ****

Signature: _____ Date: _____

Print Name: _____ Prop. ID # _____

Phone number: _____ email: _____

Approved by: _____	Date: _____
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Date received: _____ Fee Paid: _____

Administration fee \$25 Inspection \$25 if necessary