



Home Occupation Application Process

All of the following information must be submitted. Once the application has been submitted with the appropriate fees, staff will review for completeness. Applications will be scheduled for public meetings only if all required items are submitted. The applicant will be notified within 15 business days as to whether or not the application is complete. Once the application is deemed complete, the 60-day statutory review period will begin. The City may extend the review period an additional 60 days if necessary to complete the review process.

- ☐ 1) A completed and signed Land Use Application Form.
- ☐ 2) A non-refundable fee and escrow deposit.
- ☐ 3) Proof of ownership or owner authorization to proceed with the request.
- ☐ 4) One sets (collated, stapled and folded) of plans, including a site plan and one PDF of the full set.
- ☐ 5) The application should contain the following information:
 - ☐ a) A statement describing the proposed home occupation (Section 1030.100) and responding to ALL of the following items:
 - i) A description of your home occupation, including the business name and business start date.
 - ii) Does your home occupation generate any noise, odor or light? If so, please explain.
 - iii) To the best of your knowledge, does your home occupation generate any environmental concerns or issues?
 - iv) Where will the home occupation be located on site (house, accessory building, etc.)? How much space (square footage) does your home occupation occupy?
 - v) What special equipment does your home occupation require?
 - vi) Do you have any outside storage for your home occupation? If so, please list the materials/ equipment that are stored outside.
 - vii) Does your home occupation include inside storage of materials that would require completion of a material safety data sheet (MSDS) sheet? If so, please provide a copy.
 - viii) Does your home occupation generate deliveries other than normal residential deliveries (i.e. U.S. Mail, UPS, etc.)? If so, please list the type and number of deliveries per week, month or year.
 - ix) Does your home occupation generate more than 10 daily, non-residential trips to and from the property? If so, please list the number of trips that are generated per day.
 - x) Do you have customer visits on site? If so, please state the number of customer visits your home occupation generates per week, month or year.
 - xi) Does your home occupation require additional parking spaces for customers? If so, please state the number of additional parking spaces your business requires.
 - xii) What special vehicles do you use for your home occupation? Please list the number, type

- xii) Do you have outside employees on site or reporting on site for assignments? If so, please state the number of outside employees your home occupation utilizes and the hire date for each employee.
- xiii) Do you have signs displayed for your home occupation? If so, please list the number, location and size of each sign displayed.
- xiv) What special vehicles do you use for your home occupation? Please list the number, type and size of each vehicle.
- xv) Does your home occupation require any federal, state, county or local permits or licenses? If so, please provide a copy.
- xvi) and any additional information requested by the Zoning Administrator.

- ☐ b) If the Home Occupation is defined as a **Special Home Occupation** (Section 1030.100, Subd. 6), you must also submit the following for the Administrative Permit:
 - i) A copy of the approved site plan or certified survey of the property (see the Certified Survey handout) (Section 1070.060, Subd. 4, B)
 - ii) A floor plan, including all floor levels and locations of electrical, mechanical and gas metering equipment, and storage areas for trash and recyclable materials, as identified by the Zoning Administrator. (Section 1070.060, Subd. 4, C)
 - iii) A copy of the current sales tax certificate, or any other information identified by the Zoning Administrator as necessary to properly evaluate the request. (Section 1070.060, Subd. 4, D)
 - iv) Certification that all property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the application relates have been paid. Certification can be verified through Hennepin County Tax receipts, Hennepin County website (<https://www.hennepin.us/residents/property/property-information-search>) or the applicant's title company. (Section 1070.060, Subd. 7)
- ☐ c) If the Home Occupation is defined as a **Conditional Home Occupation** (Section 1030.100, Subd. 7), you must also submit the following for the Interim Use Permit:
 - i) A copy of the approved site plan or certified survey of the property (see the Certified Survey handout) (Section 1070.030, Subd. 2)
 - ii) A floor plan, including all floor levels and locations of electrical, mechanical and gas metering equipment, and storage areas for trash and recyclable materials, as identified by the Zoning Administrator. (Section 1070.030, Subd. 2)
 - iii) A copy of the current sales tax certificate, or any other information identified by the Zoning Administrator as necessary to properly evaluate the request. (Section 1070.030, Subd. 2)
 - iv) Certification that all property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the application relates have been paid. Certification can be verified through Hennepin County Tax receipts, Hennepin County website (<https://www.hennepin.us/residents/property/property-information-search>) or the applicant's title company. (Section 1070.030, Subd. 2)

All home occupation approvals granted under City Code section 1030.100 shall be reviewed by the City every 3 years from the date of issuance for a determination that the existing Home Occupation, considered in light of the existing standards and criteria, still warrants the issuance of a license. The City may revoke or modify a home occupation upon a finding that conditions have changed to warrant revocation or modification of the license.

This handout is intended to provide a summary of the submittal requirements. It is the responsibility of the applicant to know the applicable land use regulations. Please see the Corcoran City Code for a complete, detailed listing of requirements. The Home Occupation standards can be found in Section 1030.10 of the Zoning Ordinance. Administrative Permit procedural requirements can be found in Section 1070.060 of the Zoning Ordinance. Interim Use Permit procedural requirements can be found in Section 1070.030 of the Zoning Ordinance. If you have any questions about these requirements, contact the City's Planner or Planning / Zoning Department.