

Parcel ID # _____

PERMIT # _____

ONEIDA COUNTY HOME OCCUPATION COMPLIANCE APPLICATION

Office use only: Photos to be scanned? Yes No
File name: _____

Oneida County
Planning & Zoning Dept.
P.O. Box 400
Rhineland, WI 54501



Oneida County
Planning & Zoning Dept.
Minocqua Branch Office
P.O. Box 624
Minocqua, WI 54548

Use black ink only

1. Property owner's name (as held in title): _____
2. Mailing address: _____ City: _____ State: _____ Zip: _____
3. Telephone number (_____) _____ Email: _____
4. Name of applicant: _____
5. Mailing address: _____ City: _____ State: _____ Zip: _____
6. Telephone number (_____) _____ Email: _____

7. Legal description (¼ ¼ , Gov't Lot, CSM, Subdivision & Lot # or Condominium) _____

8. Section: _____ Town: _____ Range: _____ Town of: _____
9. Site address: _____
10. Nature of proposed project/use: _____

11. APPLICANT'S CERTIFICATION: The undersigned hereby applies for a Home Occupation Permit described in this application and certifies that the information provided is complete, accurate, will be completed in compliance with the requirements of the Oneida County Zoning and Shoreland Protection Ordinance and all other applicable ordinances and laws of the State of Wisconsin. The applicant understands that the issuance of this permit creates no legal liability, expressed or implied, on Oneida County and that failure to comply with the permit may result in suspension or revocation of this permit or other penalty. Home Occupation Permits expire two years from date of issuance if the proposed use has not commenced.

THIS APPROVAL DOES NOT AUTHORIZE CONSTRUCTION OR PLACEMENT OF STRUCTURES. ZONING PERMITS MUST BE OBTAINED FROM THIS DEPARTMENT PRIOR TO ANY CONSTRUCTION.

12. Print name (applicant) _____ Date: _____
Signature (applicant) _____ Date: _____

OFFICE USE ONLY			
Zoning district:	Is the property located in a floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No	Map #:	FIRM dated:
Remarks and/or conditions of issuance:			
This application has been reviewed pursuant to ordinance dated:			
Fee: \$100.00		Receipt #:	
Granted by:		Issued date:	
Zoning Director's signature (staff initials)		Expiration date:	

HOME OCCUPATION CHECKLIST (please answer each question by checking the appropriate box)

- 13. Yes No Will the home occupation be conducted only within the enclosed area of the dwelling unit or an attached or detached garage?
- 14. Yes No Will any exterior alterations be made to change the character of the dwelling unit or an attached or detached garage?
- 15. Yes No Will there be any visible evidence from the exterior of the dwelling unit or an attached or detached garage that indicates it is being utilized for any purpose other than that of a dwelling unit or an attached or detached garage, other than those signs permitted in the district?
- 16. Yes No Will any storage or display of materials, goods, supplies, or equipment related to the operation of the home occupation be visible outside any structure located on the premises?
- 17. Yes No Will the home occupation create any smoke, odor, glare, noise, dust, vibration, fire hazard, small electrical interference, electrical emissions, any nuisance not associated with the normal residential use in such a district, or other fire or safety hazards that are noticeably out of character with those normally associated with the typical residential use of such a district?
- 18. Yes No Will the home occupation require the use of commercial vehicles for more than occasional delivery of materials to or from the property?
- 19. Yes No Will traffic generated by the home occupation exceed that which is normally associated with the typical residential use of such a district?
- 20. Yes No Will the sale of goods from the location of the home occupation be limited to items produced on-site, or the sale of personal care and home care products made off-site that are customarily sold from a residence?
- 21. Yes No Will the home occupation occupy more than 50% of the total floor area of the dwelling unit (excluding the garage)? *If an attached or detached garage or other accessory structure is used for the home occupation the entire floor area of the attached or detached garage or accessory structure can be occupied by the home occupation.*
- 22. Yes No Will the persons employed at the home occupation site be limited to resident family members and not more than one (1) non-resident employee at any given time?
- 23. Yes No Will the home occupation include a vehicle repair or bodywork business?
- 24. Yes No Will the home occupation be secondary and incidental to the residential use of the property?
- 25. Yes No Will the home occupation interfere with residential occupancy of other parcels in the neighborhood?
- 26. Yes No Will the home occupation be conducted by a residential tenant of the property?
Note: residential tenants applying for a home occupation permit must submit (with this application) written permission from property owner.

27. Provide a detailed description of proposed home occupation: _____

PLOT PLAN DRAWING (site as viewed from above)

Provide a drawing showing the boundaries of the property, the location of all existing structures, driveway and parking area with the number of parking spaces.

The following shall be drawn and labeled on the drawing:

- garbage bins/dumpsters
- septic tank
- fencing or screening
- drainfield
- all structures and their uses
- parking area w/number of vehicles

A survey map or accurate drawing of the property may be used and attached provided all of the above information is completed.

A large grid for drawing the plot plan. The grid consists of 20 columns and 20 rows of small squares, providing a space for the user to draw the property boundaries, structures, and parking areas as required by the instructions above.

FLOOR PLAN & DWELLING SQUARE FOOTAGE

Draw a floor plan of the structure being used for the home occupation, show all floors: label the use of each room or area. If contractor floor plans are available and legible (11"x17" or smaller) they may be used and attached provided the use of the rooms are labeled.

28. Main floor: _____ sq. ft. Second Floor: _____ sq. ft. Basement: _____ sq. ft.

29. Area inside the structure that will be used for the home occupation: _____ sq. ft.

A large grid for drawing a floor plan, consisting of 30 columns and 30 rows of small squares.