COUNTY *of* CHARLES CITY
Department of Planning/Zoning
P.O Box 66
10900 Courthouse Road
Charles City, Virginia 23030

OFFICE USE ONLY

Application No. _____
Date Submitted _____
Map ID _____
Amt:_____ Date_____ Ck #_____

ZONING BUSINESS PERMIT APPLICATION

PLEASE PRINT OR TYPE:

1. Name of Applicant: _____
   Mailing Address: _____
   _____
   Phone Number: _____
2. Name of Property Owner(s): _____
   Mailing Address: _____
   911 Address:_____
   Phone Number: _____
3. Current use of the property: _____
   Proposed use/type of Business: _____
   _____

COMMERCIAL USE REQUEST – INVALID IF BUSINESS MOVES TO DIFFERENT PROPERTY OR IS UNDER DIFFERENT OWNERSHIP

4. Legal name of business or industry: _____ Business phone: _____
5. Describe in detail the type of business operation, number of employees, hours of operation, machinery involved, etc. (Use additional space on back of application if needed): _____
   _____
   _____
6. Signs? _____ Sizes (sq. ft.)? _____
7. Number of parking spaces or loading berths (minimum 2) _____
8. Does business entrance/drive connect to a public road way? Yes_____ No_____; If "Yes" provide VDOT entrance permit number if known:_____

9. Is business to be conducted from your home? Yes _____ No _____ ; If "Yes", you are required to sign Home Occupation/Home Based Business affidavit.
   If conducted from the home please provide the following:
   A. Total floor area of dwelling: _____ sq. ft.
   B. Total floor area of accessory structure: _____ sq. ft.
   C. Proposed area including home, accessory structure and property of home occupation activity: _____ sq. ft.

10. Will additions be made to the existing structure for the business: Yes _____ No _____
11. Will excessive noise, smoke, odor, or traffic be created: Yes _____ No _____

A HEALTH PERMIT MUST BE ATTACHED (IF APPLICABLE) FOR NEW BUSINESSES

FEE: $20.00 Make check payable to TREASURER, COUNTY OF CHARLES CITY
Mail To: **COUNTY OF CHARLES CITY, DEPARTMENT OF PLANNING/ZONING, PO BOX 66, CHARLES CITY, VA 23030**
(804) 652-4707

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Space for Additional Comment(s) from Applicant:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

I hereby certify that the foregoing information and attachments are true and accurate to the best of my knowledge. I also certify that I understand the applicable Zoning Ordinance provisions related to my proposed business use. I understand this permit is invalid if necessary approvals from Federal, State, and Local agencies are not also obtained. I understand approval of this permit shall expire if the business is not in operation within 6 months of the date of this permit's approval.

_____ _____
Applicant's Signature Date

DO NOT WRITE IN THIS SPACE - OFFICE USE ONLY

ZONING DISTRICT_____ REQUIRED YARDS: FRONT_____ SIDE_____REAR_____

CONFORMING: EXISTING USE: YES NO
PROPOSED USE: YES NO

COMMENTS_____
_____
_____
_____
_____
_____

APPROVED/DENIED BY ZONING ADMINISTRATOR

_____ _____
SIGNATURE DATE

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Applicants conducting a Home Occupation or Home Based Business must read and agree to the following provisions of the
Charles City County Zoning Ordinance:

Purpose Statement:

This form is to be used to inform the applicant about the rules and regulations for **home occupations** and **home based businesses** in Charles City County. This form also ensures that the applicant understands the associated rules, regulations, and definitions for Home Occupations and Home Based Businesses, and informs the applicant of the penalties as a result of possible violations.

Regulatory Authority:

Section 3-1 of the County of Charles City Zoning Ordinance defines:

Home Occupations as follows:

"*An onsite business activity carried on solely by the resident(s) of a dwelling. This onsite business activity must be a clearly incidental and subordinate use of the residential dwelling or accessory structure. The onsite business activity generates no exterior impacts such as storage, traffic, parking demand, noise, vibration, glare, odors or electrical interference. The residential appearance of the dwelling and the character of the neighborhood must be maintained. Not more than 25 percent of the floor area of the dwelling unit or 2,000 square feet if conducted in an accessory building shall be used in the conduct of the home occupation".* (Adopted 3/27/2012)

Home Based Business as follows:

"An occupation, except for a business service facility, personal service facility and professional service facility; conducted by persons residing on the premises. Such occupations may include the use of accessory structures or outside areas, to include but not limited to the service and repair of motorized vehicles and equipment, cabinet shops, machine shops, and contractors offices. Such uses must be generally compatible to the existing character of the surrounding area. No more than four (4) employees (resident or non-resident) shall be allowed to work on the premises at any one time on a regular basis. No equipment or process shall be allowed which creates noise, vibrations, glare, fumes, odors, or electrical interference. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio, phone, or television receivers off premises. Outside storage of goods, products, equipment, or other materials associated are acceptable as long as it is screened from view of adjacent properties and roadways by a solid board fence and/or landscaping as approved by the Zoning Administrator. Storage does not include storage yard as defined in the Charles City County Zoning Ordinance. Not more than four (4) vehicles and/or pieces of equipment associated with a business shall be operated from the site or stored there overnight. Small transportable equipment including lawn mowers, chain saws, power hand tools, table, band or radial arm saws, and similar items shall not be included in this limitation. A greater number of vehicles and/or pieces of equipment may be allowed upon issuance of a special use permit by the Board of Supervisors. Any need for parking generated by the conduct of such Home Based Business shall be off the street. A Home Based Business shall not occupy more than 30% of the gross lot area up to a maximum of 20,000 square feet. A greater area may be allowed upon issuance of a special use permit by the Board of Supervisors. The primary hours of operation for Home Based Business shall be limited to 7:00 am to 7:00 pm Monday through Saturday. Signage must meet standards for home occupation. (Adopted 3/27/2012)

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Section 16-1(2) of the County of Charles City Zoning Ordinance governs permitted signs for Home Occupations and Home Based Businesses. A Home Occupation and/or Home Based Business is allowed one sign with an area of eight (8) square feet or less, which directs attention to a product, commodity or service available on the property occupied by the person offering such product, commodity or service.

Violation and Penalty:

Any person, firm or corporation, whether as principal, agent employed or otherwise, violating, causing or permitting the violation of any of the provisions of this Ordinance shall be guilty of a misdemeanor and, upon conviction thereof, may be fined up to one thousand dollars ($1000.00).

I hereby certify that I have hereby read and understand the "Home Occupation" and "Home Based Business" policy, rules and regulations and also understand that any violation of the "Home Occupation" and "Home Based Business" regulations may result in the levying of fines and other legal action(s).

_____ _____

Applicant's Signature **Date**