

**CITY OF JANESVILLE, IOWA**  
**APPLICATION TO CITY STAFF FOR HOME OCCUPATION OR HOME INDUSTRY**

**Applicant Information:**

Name of Applicant:	
Applicant's Address:	
Applicant's Telephone Number:	Alternate Telephone Number (Optional):
Applicant's Email Address (Optional):	Fax Number (Optional):

**Property Information:**

General Address of Property in Question (parcel number, street address or road address):
Legal Description of Property in Question (Attach, if necessary):

**Required Information:**

Existing Use of Property (Type of Residential Use):
Existing Zoning Classification:
Proposed Home Occupation:
Reason for the Request:

**Ordinance Standards:**

The following standards and criteria shall apply to home occupations:

1. The home occupation or home industry shall be clearly incidental and secondary to the use of the dwelling unit as a residence and the property as a residential use.
2. For the home occupation, the use shall be conducted entirely within an existing dwelling unit.
3. The home occupation or home industry shall be conducted by a member(s) of the family residing within the dwelling unit.
4. There shall be no evidence of such occupation being conducted within the dwelling unit which is perceivable at or beyond the lot lines by virtue of: outside storage, displays, noise, odors, smoke, vibration, heat, dust, electrical disturbances or excessive traffic generation.
5. Water, sewer, and waste disposal shall be subject to approval of the City Council.
6. Customer parking shall be provided and be as inconspicuous as possible on the premises.
7. For the home occupation, the proposed use shall occupy less than fifty (50) percent of the floor area of the dwelling unit in which it is located.
8. Signage requirements: Only one (1) identification sign may be displayed upon the lot. Signs may only contain the name of the occupant and the nature of the occupation. Signs shall not contain more than three (3) square feet. Signs shall not be illuminated. Signs, if located along a state or federal highway, must obtain an Iowa Department of Transportation permit.

**Acknowledgement and Certification of the Applicant and/or Owner:**

I/We understand this application and that it, with required attachments, constitutes our entire request and that a decision shall be made based on the City Comprehensive Land Use Plan and City Ordinances, this application and any attachments, and public input. I/We certify that the information we have provided to the Zoning Administrator is complete, accurate, and true to the best of our knowledge. Any intentional falsification or change in the information contained in this application, or to the attached information, shall cause this application to become null and void and any approved home occupation permit to be revoked.

The fee for the home occupation/home industry application is \$15.00 and is renewable annually for a fee of \$10.00.

If approved, a home occupation will be valid until the home occupation or home industry ceases, the property changes ownership, or it is revoked. Because operating a home occupation is a privilege, a previously approved application may be revoked upon substantiated complaint of the surrounding neighborhood or upon violation of this Ordinance.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Owner Signature, if not the applicant

Date: \_\_\_\_\_

Date: \_\_\_\_\_