

## DEARBORN COUNTY PLAN COMMISSION

County Administration Building, 215B West High St., Lawrenceburg, IN 47025  
Phone (812) 537-8821 Fax (812) 532-2029 Website: [planning.dearborncounty.org](http://planning.dearborncounty.org)

### *Home Occupation Permit Instructions*

#### ◆ HOME OCCUPATION PERMIT APPLICATION

All individuals requesting a Home Occupation Permit must complete an application form which will be used to determine the location of the request, type of request, and person(s) who are making the request. It is important that the application is completed accurately, and in its entirety. The applicant is responsible for all the information that is given.

#### ◆ SITE PLAN

In addition to the completed application form, *all individuals requesting a Home Occupation Permit are required to submit a dimensioned sketch or “site plan,” on a scaled plot plan as required by Articles 6 & 17 of the Dearborn County Zoning Ordinance for a Location Improvement Permit.* The purpose of this site plan is to provide complete and accurate information about many important features of your property. Please use the following list to assist you in creating a site plan that contains all of the necessary information.

- A graphic scale and north arrow
- **Location and labels of all existing and proposed structures**—including fences (e.g. labels for house, garage, pole barn, etc.)
- Property boundaries / lines of the parcel or lot
- Proposed setbacks of new structures or additions to the property boundaries / lines
- Dimensions and square footage of buildings/additions, (Length, Width & Height)
- Highlight / label the structure and / or portion of the property where the home occupation use is expected to occur
- Name(s), location(s) and width(s) of all public and private streets
- Location of driveway access and parking area(s)—including a notation for types of surfaces
- Approximate location of all utilities (water, electric, septic, sanitary & storm sewers, etc.)
- Existing or proposed fences

If you have any questions, please direct them to the Dearborn County Planning & Zoning Office. The responsibility for the accurate completion of the application and site plan is your own. Please do not expect the Planning and Zoning Office to draw the site plan for you. Special attention should be made to ensure that your site plan is complete, organized, accurate and neat. *The lack of appropriate information may cause a delay in the review of your application.*

## ◆ HOME OCCUPATION REQUIREMENTS

Occupations of personal services, professional office, studios, or crafts, which are maintained or conducted solely within a dwelling, will be permitted only if they meet all of the following performance standards of Section 2556 of the Dearborn County Zoning Ordinance and obtained the necessary permit:

### **SECTION 2556 - Home Occupations**

Occupations of personal services, professional office, studios or crafts, which are maintained or conducted solely within a dwelling, will be permitted only if they meet all of the following performance standards and obtain the necessary permit:

1. The use is clearly incidental to the principal residential use;
2. The use is conducted entirely within a dwelling or an accessory building provided the use does not occupy more than 250 square feet or 25 percent of the building;
3. Only members of the household residing on the premises may be the primary owners/operators of such operation. No more than one (1) person, other than members of the household residing on the premises, shall be engaged in such operations;
4. No commodity shall be sold on the premises in connection with such home occupation;
5. There shall be no change in the exterior appearance of the building or premises, to evidence that such property is used for a non-residential use;
6. No traffic shall be generated by such home occupation in greater volumes than would be expected in the residential neighborhood;
7. No home occupation shall result in exterior evidence of such use being conducted by reason of atmospheric pollution, light flashes, glare, odors, noise, parking or vibration discernible from abutting properties;
8. No signage or on premise advertising shall be used in conjunction with a Home Occupation;
9. Any home occupation conducted under this section shall not be a nuisance to any abutting properties or to the general neighborhood.

If at any time the site is inspected and the requirements of the Home Occupation Permit are not met or satisfied, the property will be considered in violation of the Dearborn County Zoning Ordinance Section 2556—which may ultimately result in fines of up to \$300.00 per offense.

***In order to expedite the required permit process, you may also apply for other necessary permits at the same time that the Home Occupation Permit is submitted. A Health Permit, Driveway Permit and a Building Permit may also be required, depending on the specific request. The Dearborn County Planning & Zoning Office cannot release the Home Occupation Permit until the necessary Health & Highway Permits are received.***



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PERMIT #

RECEIPT #

## HOME OCCUPATION APPLICATION

### Applicant / Contractor Information

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

### Owner Information (if different from above)

Name:		Phone No:	
Address:			
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

### Site Information

Location:	Section:	Township (#): ( )	Range:	Acreage:
Property Map #	Zoning:	Subdivision:	Lot:	

### Proposed Business Outline(s) (Please fill in, check, or circle ALL of the items in the boxes provided below...)

Description of services that are expected to be performed:				
Proposed Square Footage of Building Space:	_____ sq. ft. <b>(MUST be less than 250 sq. ft.)</b>	Zone Change Required?	Y	N
Existing Square Footage of Building Space:	_____ sq. ft.	Conditional Use Required?	Y	N
Proposed Hours of Operation:		Will there be any signage placed on this property to advertise the business?	Y	N
Proposed Days of Operation:		Will there be any commodities being sold on the premises?	Y	N
Expected Parking Needs: _____ spaces		Will there be any outside storage associated with this request?	Y	N
Expected # of clients on the site, per week: _____ clients / week		Expected # of deliveries, per week: _____		
<b>*Utilities / Services:</b>	Sewage: _____	Water: _____	Electric: _____	Gas: _____
	D.C. Transportation & Engineering / INDOT: _____		Dearborn County Health Department Report: _____	

\*The Department of Planning & Zoning will determine whether letters from these entities will be required at the time of submittal.

As applicant, I understand that this application and site plan are being submitted in accordance with the Dearborn County Zoning Ordinance, and that I am responsible for the accuracy and completeness of this information. Further, I have read and understood Article 25, Section 2556 regarding Dearborn County's Home Occupation Ordinance, as well as the instructions associated with this application. I understand that incomplete or inaccurate information may result in the delay or denial of this request.

**X**

Applicant's Signature

Date

**X**

Planning Official's Signature

Date