



Home Occupation Permit Request Application Requirements and Checklist

City of Pea Ridge
 975 Weston Street
 P.O. Box 10
 Pea Ridge, Ar. 72751
 T. 479-451-1122 ex. 107

Please fill out this form completely, supplying all necessary information and documentation to support your request

*Please note: Do not leave any spaces empty or blank. If the question is not applicable, enter N/A.

Attached you will find the following information needed to assist you with your sign permit application:

- Application
- Checklist
- Frequently Asked Questions

Property Info.	Physical Address:	Project Info.	Please indicate Zoning: (circle one) A1 R1 R2 R3 R4
	Business Address: (if different than physical address)		Do you own or lease the subject property? (circle one) Own Lease
	Parcel #		Type of Business:
	Business Name:		

Owner	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

Applicant/ Representative	Name:	Phone:(Please select if this is the primary contact)
	Address:	Fax:
	City, State, Zip:	Email:

If property owner is different than the applicant, please provide the completed property owner permission form that is supplied in this packet.

The Planning Director will contact you with a meeting date that you must attend for the Planning Commission to consider your request.

Applicant/Representative: I certify that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for or might set conditions on approval.

Print: _____ Sign: _____ Date: _____

Property Owner/ Authorized Agent: I certify that I am the owner of the property this is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.

Print: _____ Sign: _____ Date: _____

Official Use Only:

Date Application was submitted:	Date Accepted as Complete:
Planning Commission Meeting Date:	Zoned:

Permitted Home Occupations guidelines: (Refer to code 14.04.07 for Accessory Uses)

- Home Occupations allow accessory uses in residential districts and are subject to Planning Commission approval.
- The following requirements are intended to balance protection of residential character with enabling residents to work from home:
 1. The home office or business must be a secondary use of the main residential dwelling. It cannot change the residential character or appearance of the dwelling or lot in any visible manner. *A nameplate sign bearing the name and/or address, occupation, and communication number of a person or use occupying the premises, is permitted as a residential accessory use. The nameplate sign will be unanimated and non-illuminated, not over two (2) square feet in area and placed flat against a wall or door of the principal building. (Refer to code 14.04.07 section 3)
 2. The work done in the home office or business creates no objectionable odor, noticeable vibration, or offensive noise that increases a level of ambient sound at the property line.
 3. The home office or business does not involve the external display of goods or services and does not cause unsightly conditions or waste visible from off the property.
 4. The home office or business does not cause interference with radio or television reception in the vicinity.
 5. Permitted home occupations shall not include the employment of more than two persons working at the residence.
 6. The home office or business sells no articles on the premises that are not produced on the premises.
 7. A home occupation shall be carried on wholly within the principle residential structure. No home occupations shall be allowed in accessory buildings or garages.
 8. The home office or business occupies no more than twenty-five percent (25%) of the total floor area of the residence.
 9. There shall be no external alteration of the dwelling, nor storage of supplies or equipment outside.
 10. Not more than one (1) truck of not more than one and one-half (1 ½) ton compacity and no semi-trailers, incidental to the home occupation, shall be kept on premises.
 11. Customers may visit the site only during the hours of 8am to 8pm, and no more than six (6) customers or clients may visit the site in any single day.
 12. Parking to serve a home occupation shall be provided off-street, and no such parking shall be permitted in a required setback, other than in a driveway. In no event shall yard areas be converted to off-street parking to serve a home occupation.

Home Occupations Prohibited include but are not limited to the following:

(Refer to 14.04.07 sec. 3 (c))

1. Barber and beauty shop.
2. Dispatch centers, where workers come to the site to be dispatched to other locations.
3. Commercial stables, kennels, and animal boarding and care facilities.
4. Assembly or repair of large appliances.
5. Repair or assembly of vehicles or equipment with internal combustion engines, or any other work related to motor vehicles and their parts.

I have read and understand that the above restrictions and agree to abide by them. I also understand that violation of any of the conditions listed herein could result in revocation of my Home Occupation approval and will place me in violation of Pea Ridge City Code and subject to the penalties provided in Pea Ridge code 14.04.11 sec. 4.

Applicant Signature

Date

Property Owner Permission Form

I, _____ (Name), hereby permit the use of _____ (Use)
on my property at _____ (Address) Pea Ridge, Arkansas.
Dated this the ____ Day of _____, 20 ____.

Signed

Name (Printed)

State of Arkansas

County of _____

Subscribed and sworn before me this the ____ day of _____, 20 ____.

Notary Signature

Notary Name Printed

Commission Expires