



# HOME OCCUPATION REQUEST APPLICATION

5490 Fifth Street  
Cottleville, Missouri 63304

Ph: 636-498-6565  
Fx: 636-498-6575  
amy.lewis@cityofcottleville.com

Please Print Clearly

BUSINESS NAME: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

BUSINESS PHONE #: \_\_\_\_\_ MOBILE PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

IS THE HOME:    Owned    or    Rented

HOME OWNER'S NAME: \_\_\_\_\_

HOME OWNER'S MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION OF THE PROPERTY (OR ATTACH PHOTO COPY): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_

DESCRIPTION OF HOME OCCUPATION BEING REQUESTED (BE SPECIFIC): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LOCATION:**

Total square footage of principal residential home: \_\_\_\_\_

Total square footage to be used for proposed home occupation: \_\_\_\_\_

**EMPLOYEES:**

List or attach ALL employees' names and home addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING:**

Number of off-street parking spaces available in the driveway: \_\_\_\_\_

Describe the *type* and *size* of any commercial vehicle(s) to be parked in the driveway: \_\_\_\_\_

Business hours of operation: \_\_\_\_\_

**SALE OF GOODS:**

Specify any commodities to be sold: \_\_\_\_\_

\_\_\_\_\_

- **\$250.00 ONE TIME FEE PAYABLE TO "CITY OF COTTLEVILLE" - nonrefundable**
- **APPLICANT IS REQUIRED TO APPLY FOR AN ANNUAL BUSINESS LICENSE UPON APPROVAL;**
- **INCOMPLETE APPLICATION(S) WILL NOT BE ACCEPTED & RETURNED;**

X \_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
PRINT NAME DATE

X \_\_\_\_\_  
PROPERTY OWNER'S SIGNATURE

\_\_\_\_\_  
PRINT NAME DATE

Cottleville Office Use							
Date Application Received					Check No:		
Fee Receipt No:					Date License Issued:		
Total Amount Paid:					Notes:		

X \_\_\_\_\_  
CITY ADMINISTRATOR'S SIGNATURE

\_\_\_\_\_  
DATE

X \_\_\_\_\_  
CITY CLERK'S SIGNATURE

\_\_\_\_\_  
DATE

APPROVED

NOT APPROVED

Prior to operating a home occupation, a person must:

- (1) Obtain a permit to operate a home occupation from the City Clerk; and
  - (2) Obtain a business license from the City.
- b. The home occupation must be conducted entirely within a dwelling and must be operated by not more than two (2) individuals (whether or not related by birth or marriage), one (1) of whom must be a resident of the dwelling.
  - c. Each individual operating the home occupation must be a resident of the City.
  - d. Only one (1) home occupation shall be permitted on a piece of property.
  - e. In no way shall the appearance of the dwelling, or any structure on the property, be altered or the home occupation be operated in a manner which would cause the dwelling, or any structure on the property, to lose its residential character by, for example, the use of colors, materials, construction, lighting, signs or the emission of sounds, noises or vibrations that are inconsistent with the character of the neighborhood.
  - f. Home occupations shall not occupy an area greater than fifteen percent (15%) of the total floor area of the dwelling.
  - g. The home occupation must be clearly incidental and secondary to the principal use of the property.
  - h. Traffic. A home occupation shall not create greater vehicle or pedestrian traffic than normal for the district in which is it located.
  - i. Storage. No storage or display of materials, goods, supplies or equipment related to the operation of a home occupation shall be visible from the outside of any structure located on the property.
  - j. The conduct of any home occupation, including, but not limited to, the storage of goods and equipment, shall not reduce or render unusable areas provided for required off-street parking.
  - k. Electrical or mechanical equipment which creates visible or audible interference in radio or television receivers or cause fluctuations in the line voltage outside the dwelling or which creates noise not normally associated with residential uses shall be prohibited.
  - l. Off-street parking. A minimum of two (2) off-street parking spaces shall be provided on the property for the home occupation.
  - m. Commercial vehicles. No commercial vehicle shall be used in connection with a home occupation or parked on the property. (A "commercial vehicle" is defined as a vehicle having a gross vehicle weight greater than twelve thousand (12,000) pounds.) All off-street parking areas must be paved.
  - n. Utilities. No home occupation shall cause an increase in the use of any one (1) or more utilities on the property, including but not limited to water, sewer, and electricity, resulting in a combined use for the dwelling and the home occupation that exceeds the average use by other dwellings in the neighborhood.
  - o. Accessory buildings. Except for garage sales, no home occupation shall be conducted in any accessory building.
  - p. Garage sales. Garage sales shall be considered a home occupation when more than one (1) such sale is held during a month at a given dwelling.
  - q. Nuisances. No equipment used in conjunction with a home occupation shall cause odor, vibration, noise, RF interference, electromagnetic interference, radiation, air pollution, dust, light or dark interference, electrical interference or fluctuations in line voltage to be perceptible beyond the lot line of the lot upon which the home occupation is conducted.
  - r. Sale of goods. No commodities shall be displayed or sold on the exterior of any structure on the property.