

PLANNING ESSENTIALS: HOME OCCUPATION

HOW TO APPLY

Submit the following information:

- Residential planning request application
- A statement describing:
 - Type of business
 - Number of employees
 - Use of delivery or courier service
 - Number, type, and frequency of clients or patrons
 - Location of business
 - Number and type of exit routes
 - Hours of operation
- Site plan
 - Drawn to scale
 - Shows off-street parking area
 - Shows house floor plan with area that will be used

APPLICATION FEES

- Filing fee: \$75
 - Non-refundable

PROCESSING YOUR APPLICATION

This request requires an administrative review. Staff will review the application for compliance with city and building regulations. This includes standards in section 203.020(D), 203.036, and 207.202. The review process is below.

- Waiver
 - Staff may waive the permit if the following conditions are met
 - No services are provided to customers on the property
 - Only common vehicles may pick up or deliver to the property
 - Development code requirements below are met
- Notice:
 - If the application is not waived - staff will provide written notice to property owners within 150 feet of the property upon approval
- Issuance and conditions:
 - Once approved, staff will issue the permit
 - Permit will include conditions required by the development ordinance
 - Staff may deny the application if the request does not comply with city code
- Decision and appeal:
 - Decisions are final
 - Applicant or other aggrieved party may appeal per section 203.020(F)



DEVELOPMENT CODE REQUIREMENTS

- Property uses
 - Primary use – dwelling unit
 - Secondary use – home occupation
- Cannot have
 - Signs
 - Outdoor storage or displays
 - Extra traffic
 - Loud noises
 - Lights flooding onto adjacent properties
 - More than six deliveries per week
- Home occupation area
 - Cannot be more than 20% of the house floor area
 - Needs to meet safety codes if allowing customers
- Off-street parking
 - Need enough spaces for customers and residents
 - Asphalt or bituminous surface
- Customers must make appointments to visit
- Employees can only be residents of the property

QUESTIONS?

Shoreview Community Development Department
651-490-4680 | shoreviewmn.gov

