



**CITY OF WESTERVILLE  
PLANNING COMMISSION**

**APPLICATION FOR A CONDITIONAL USE PERMIT FOR A HOME OCCUPATION**

1. APPLICANT'S: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO(S). \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
2. PROPERTY OWNER: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE NO(S). \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
3. ADDRESS OF PROPERTY FOR HOME OCCUPATION \_\_\_\_\_
4. CURRENT ZONING DISTRICT OF PROPERTY \_\_\_\_\_
5. COUNTY AUDITOR'S PARCEL NUMBER \_\_\_\_\_
6. TYPE OF HOME OCCUPATION REQUESTED \_\_\_\_\_
7. BRIEF DESCRIPTION OF THE NATURE OF THE HOME OCCUPATION \_\_\_\_\_  
\_\_\_\_\_
8. OFFICIAL NAME OF HOME BUSINESS \_\_\_\_\_  
\_\_\_\_\_

**PLEASE READ INSTRUCTIONS AND ADDITIONAL SUBMISSION REQUIREMENTS  
ON REVERSE SIDE BEFORE SIGNING**

\_\_\_\_\_  
SIGNATURE OF APPLICANT / DATE

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER / DATE

**ADDITIONAL INFORMATION REQUIRED FOR PROCESSING THIS APPLICATION INCLUDES:**

1. Payment of an application fee of \$100.00 per Section 111.02(b) of the codified Ordinances and the Fee Schedule adopted by City Council.
2. A current and accurate legal description of the property in question.
3. A list of names and mailing addresses of all property owners within, contiguous to, and directly across the street(s) from the area or property of the proposed home occupation.
4. Provide a one paragraph summary which highlights the purpose and details of the proposal and discusses the relation of the proposed home occupation to adjacent land uses in terms of traffic, parking, noise, and other nuisances and general compatibility.
5. Describe any equipment or materials to be used for the conduct of this home occupation (machinery, chemicals, etc.)
6. Describe the percentage of your home's floor space that will be used for the home occupation and any remodeling necessary to accommodate the business use. Provide a sketch of the area used by the home occupation in relationship to the entire floor plan.
7. Identify any employees of the home occupation (including family members).
8. Identify and describe any vehicles used in conjunction with the home occupation.
9. Describe the hours of operation the home occupation will be carried on at the residence.
10. Describe the anticipated pedestrian and traffic flow this home occupation will generate.
11. If business is a Bed & Breakfast, describe any signage that will identify your home. Provide an illustration to scale of the sign along with an elevation of the property depicting the location of the sign on the site.

It is hereby recognized by the City of Westerville and the above applicant that the applicant has knowledge of the regulations governing Home Occupations under Chapter 1177 of the Planning and Zoning Code and will conform to them as a term of Planning Commission approval of the application request.

Any violation of Chapter 1177 found upon inspection by a City Enforcement Official shall be grounds for revocation of a Home Occupation Permit.

Regular Planning Commission meetings are held on the fourth (4th) Wednesday of each month at 6:30 P.M. in Council Chambers at 21 South State Street. Applications must be filed at least two days before the previous month's meeting date (approximately 30 days in advance).

Revised: December 12, 2011