



DEPARTMENT OF PLANNING

300 E. Main Street
Sun Prairie, WI 53590-2227
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CityofSunPrairie.com

HOME OCCUPATION

SPECIAL USE PERMIT APPLICATION

FOR OFFICE USE ONLY

SPECIAL USE PERMIT NO. _____ Date: ____/____/____ Fee _____pd.

Property Address: _____ Zoning District: _____

Applicant Name: _____

E-mail Address: _____ Phone No: _____

Property Owner Name and Address: _____
(if other than applicant): _____

Description of Business: (Describe the number of employees, customers, hours of operation, and nature of your business in detail on the following lines - attach if additional space is needed)

Regulations: The following regulations of Section 17.16.140(19) of the Zoning Ordinance shall apply to the proposed home occupation:

Home Occupation. Description: Home occupations are economic activities performed within any dwelling unit which comply with the following requirements and are compatible with the character of nearby residential areas. Examples include personal and professional services, handicrafts and other items produced on-site, and the sale of Tupperware, Shaklee, Amway, and Avon products or other similar activities that are customarily conducted from a residence as determined by the zoning administrator, which comply with all of the special use regulations listed under subsection (19)(b) of this section. Certain home occupations by their very nature require additional review and public hearing comment through the conditional use process to ensure the promotion of the public health, safety, comfort, and welfare. These uses are listed under subsection (19)(c) of this section:

- a. Permitted by right: Not applicable.
- b. Special use regulations (all districts).
 - i. The home occupation shall not be conducted on any porch, deck, patio or other unenclosed or partially-enclosed portion of the dwelling unit or lot, nor shall any use other than storage be conducted in any accessory structure except the garage.

- ii. No more than twenty-five percent (25%) of the total living area of the dwelling (exclusive of garage and porch areas) shall be used for the home occupation and/or storage for a business conducted elsewhere.
 - iii. No alterations or improvements to the home which are designed to meet commercial or industrial standards or which substantially alter the residential character of the structure shall be permitted.
 - iv. Signs shall comply with Section 17.40.050.B, sign regulations applicable to home occupations.
 - v. No on-site production shall be conducted which is typically only permitted in the industrial zoning districts.
 - vi. In no instance shall a home occupation create a nuisance for neighboring properties. There shall be no noise, odor, dust, vibration, smoke, glare, television or radio interference, electrical interference, fire hazard, traffic, or any other hazard emanating from the dwelling so as to create a nuisance other than that usually experienced in a typical dwelling under normal circumstances wherein no home occupation exists.
 - vii. The sale of goods from the location of the home occupation shall be limited to items produced on-site and the sale of Tupperware, Shaklee, Amway, and Avon products or other similar activities that are customarily conducted from a residence as determined by the zoning administrator. No more than two customers (or two parties of customers) shall be within the residence at any one time. In addition, two group gatherings or sales shall be permitted per calendar year. Goods intended for sale off-site may be delivered by passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries. The direct sale of goods produced off-site other than those described above to the consumer from the dwelling is prohibited.
 - viii. The provision of services at the location of the home occupation shall be conducted on an appointment basis only. No more than two customers (or two parties of customers) shall be within the residence at any one time. In addition, two group gatherings shall be permitted per calendar year.
 - ix. The home occupation shall be conducted by a resident of the dwelling unit, and no more than one other person shall be employed, on either a part-time or full-time basis, in the business.
 - x. A minimum of two off-street parking spaces reserved for business use shall be provided on-site for home occupations engaged in the provision of a service, the sale of items produced on site, or the sale of Tupperware, Shaklee, Amway, and Avon products or other similar activities that are customarily conducted from a residence as determined by the zoning administrator.
 - xi. No more than two home occupations shall be carried on in any single-family detached dwelling unit and associated accessory structures, and no more than one home occupation shall be carried on in any attached dwelling unit and associated accessory structures.
 - xii. Property owner's written permission is required as part of the special use application.
- c. Conditional use regulations (all districts). Any home occupation that involves one or more of the following activities shall comply with standards listed in subsection (19)(b) of this section and Section 17.44.050, procedures applicable to all conditional uses:
- i. The handling of food or foodstuffs;
 - ii. The handling or growing of live plant or vegetation;
 - iii. The handling, use, or production of noxious, toxic, or harmful materials including weapons and/or other dangerous objects;
 - iv. The care or treatment of animals, including birds, fowl, fish, and reptiles;
 - v. The care or treatment of humans; except day care uses which shall comply with subsections 17.16.140(21) and (22), family and intermediate day care homes.

Petitioner Affidavit:

I have read and understand the above referenced home occupation ordinance and agree to comply with all aspects of its contents. If I fail to comply with any portion of said ordinance, I understand that the City of Sun Prairie shall have the authority to immediately revoke my special use for a home occupation. I further understand that the City may inspect the premises from time to time to ensure compliance with the above regulations and any other codes and ordinances which may apply to the use.

Signature of Property Owner

Print Name of Property Owner

Date Signed

Signature of Person operating the Home
Occupation if not owner (Tenant)

Print Name of Tenant/Occupant

Date Signed

Payment of Fees:

Full payment must be received for an application to be complete. Payment may be mailed or delivered to City Hall, 300 E. Main Street; by calling the Planning Division at (608) 825-1107; or online through the city's website www.cityofsunprairie.com. Online payments shall be submitted by as "Miscellaneous Bills" and by selecting "Planning Documents." **All credit or debit card payments will be charged a 2.35% convenience fee.**