

Home Occupation Zoning Permit Application Worksheet

Use this form when applying for a Home Occupation Zoning Permit.

1. Complete Sections A, B, C, and E of the Township Zoning Application form.

In Section C # 1 (Type of Work) write in "Home Occupation – see attached"

In Section C #2 and #3 check " Single Family Residential".

2. Complete this form. If you need more space than provided, you may use an extra sheet of paper.

3. Submit the following to the Dingman Township Zoning Office

- a. The completed zoning application.
- b. The completed worksheet.
- c. A photocopy of the property deed.
- d. All other documents referred to in this worksheet.
- e. Two separate checks are required made payable to "Dingman Township" the first in the amount of \$425.00 (permit fee, hearing fee, stenographer fee) the second in the amount of \$100.00 (escrow fee).

Guide For Completing This Form

- Question #1: Enter the name of the property owner in this blank.
- Question #2: Enter the property owner's mailing address.
- Question #3: If the property owner is the permit applicant check "Yes". If not, check "No" and list the property owner's name and mailing address.
- Question #4: List the name of the business.
- Question #5: List the mailing address of the business.
- Question #6: If the business is incorporated check the "Yes" box and attach a copy of the certificate of incorporation to page 5.
- Question #7: If the business is not incorporated but will utilize a fictitious name, check the "Yes" box and attach a copy of the fictitious name registration to page 5.
- Note: State Law requires a fictitious name registration when an unincorporated business uses a business name that does not involve the business owner's name.
- Example: Pocono Bait Sales...would need to be registered.
- John Smith Bait Sales...would not need to be registered.
- Question #8: List the nature of the business. Include activities that would be performed in the house.
- Question #9: List how many employees who will work in the house. Do not include spouses or children who reside in the house.
- Question #10: If you have employees other than family members that reside in the house, explain where they will park.
- Question #11: Indicate how much of the house will be used in the conduct of the business. When calculating the area include each floor, full basements, and outbuildings. Do not include decks and porches. Draw a floor plan of the house noting the area to be used and attach to page 6.
- Question #12: Indicate whether you will be installing a sign on the property. If a sign will be installed, draw a picture of the sign noting its dimensions.

Continued on Last Page

1. Name: _____

2. Mailing Address: _____

3. Is the property owner the applicant? Yes No

If no, list the applicant's name and address:

Name: _____

Address: _____

4. Name of Business: _____

5. Business Address: _____

6. Is the business incorporated? Yes No Pending

If yes, attach a photocopy of the Certificate of Incorporation to page 5.

7. Is the business using a fictitious name? Yes No Pending

If yes, attach a photocopy of the fictitious name approval to page 5.

8. Nature of the business: _____

9. Number of employees (do not count yourself or resident family members employed in the business): _____ employees.

10. Will you have an off-street parking space for each non-resident employee? Yes No Not Applicable

If yes, describe: _____

11. Will the business utilize greater than 25% of the total floor area of the house?
 Yes No

Attach a floor plan of the house. Indicate the outside dimensions of the house, room (or rooms) to be used and the dimensions of the room(s). Attach the site plan to page 6.

12. Are you intending to place a sign on your property to identify the business?
 Yes No

If yes, attach a sketch of the proposed sign to page 9 of this form.

13. Will you be modifying the house or property in anyway to accommodate the business?
 Yes No

If yes, describe: _____

14. Will customers, suppliers, or delivery services be coming to your house?
 Yes No

If yes, describe: _____

15. Will the business require delivery or pick up of articles by tractor-trailers?
 Yes No

If yes, describe: _____

16. Have you notified your neighbors of your intent to apply for a Home Occupation permit?
 Yes No

If yes, complete and notarize the form found on page 8 of this form.

17. What is the size of the property? _____ acres.

18. Does your house meet the following property line setbacks?

R-1 Zone: 40 feet (minimum) to all property lines and road right-of-way.

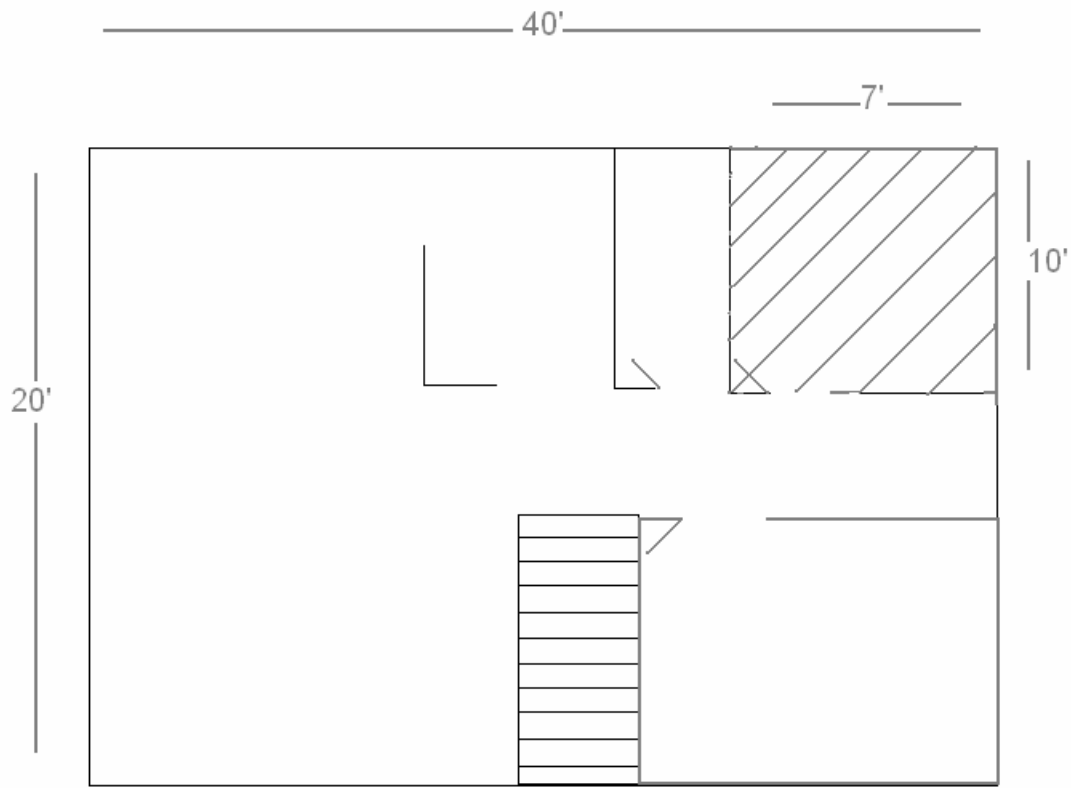
All other zones: 50 feet (minimum) to all property lines and road right-of-way.

- Yes No

If yes, attach a site plan of the property to page 7 of this form.

**Attach a copy of the Certificate of Incorporation
or fictitious name registration here.
(if applicable)**

Attach a copy of your floor plan here:



Sample

AFFIDAVIT

Commonwealth of Pennsylvania)
) SS:
County of Pike)

I, the undersigned, being duly sworn, according to law, depose and say that:

- 1. I am applying for a Home Occupation Zoning Permit under Section 401.1 of the Dingman Township Zoning Ordinance; and,
- 2. That Section 401.1 c of the Dingman Township Zoning Ordinance requires that I notify certain neighboring property owners of my intent to apply for said permit; and,
- 3. That in accordance with Section 401.1, I have notified the property owners who own property that abuts my property and all the property owners within 500 feet of my property both up and down the street that fronts my property.

This affidavit is made to fulfill the requirements of Section 401.1 of the Dingman Township Zoning Ordinance and to induce the Dingman Township Zoning Officer to issue a permit in accordance with the application submitted by me. It is made based on the knowledge, information, and belief of the affiant.

Signed: _____

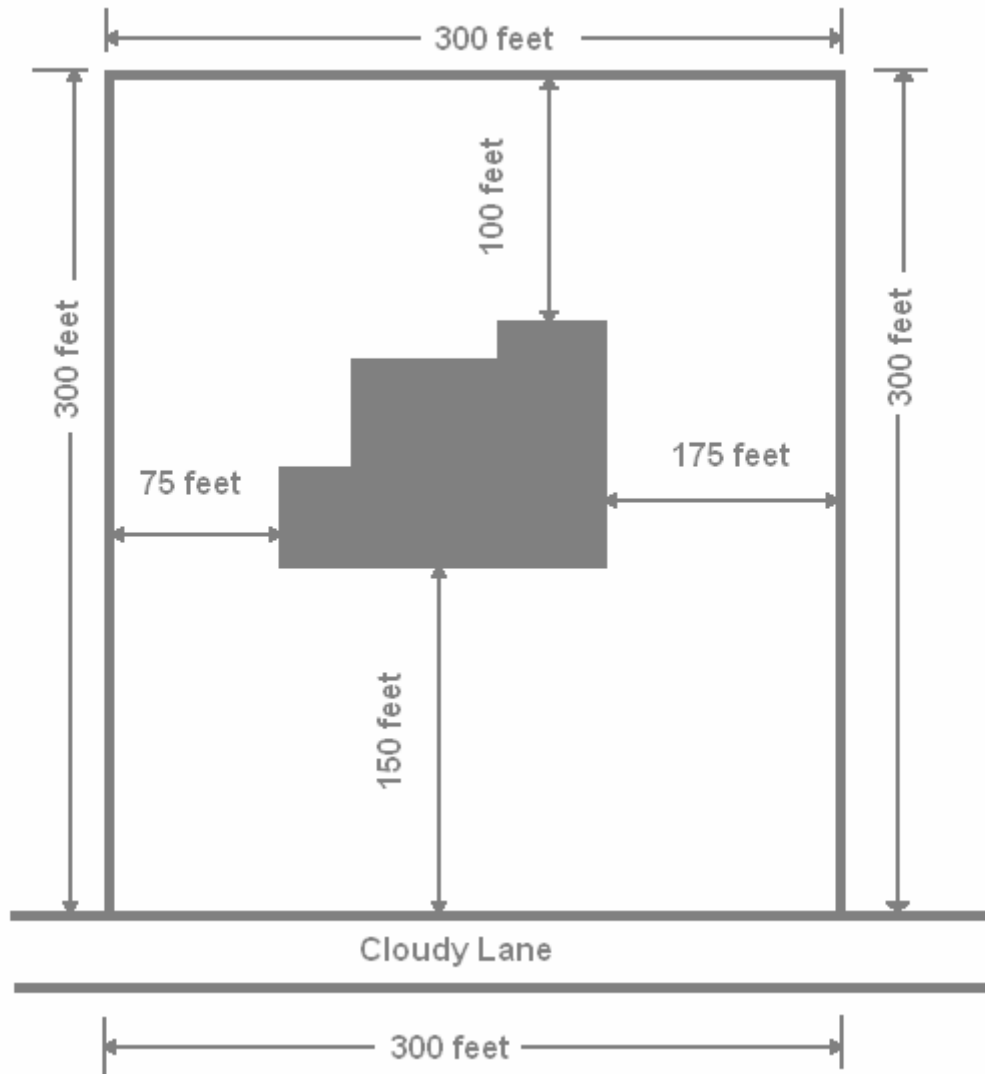
Printed Name: _____

SWORN TO AND SUBSCRIBED BEFORE ME

THIS _____ DAY OF _____, 200____

NOTARY PUBLIC

Attach a copy of the property site plan here.



Attach a copy of sign plans here
(if applicable)

Instructions

(part 2)

- Question #13: List any way in which the house will be modified to accommodate the business. For example, adding an addition, moving interior walls, upgrading electrical circuits, etc.
- Question #14: Note whether customers, suppliers, delivery services, etc. Will be coming to the house. If the answer is "Yes", list the type, frequency, and number of such visits.
- Question #15: Note whether tractor-trailers will be used to deliver or pick up goods at the house. If the answer is "Yes", list the number and frequency that such trucks will come to the house.
- Question #16: Persons applying for Home Occupation zoning permits must notify their neighbors of their intent to apply for the business. Neighbors that must be notified include:
- A. Any property owner whose property abuts the applicant's.
 - B. Any property owner on the same street whose property is within 500 feet of the applicant's.
- All property owners must be notified even if their land is undeveloped. You can obtain the names and addresses of property owners from:
- A. Your community office.
 - B. The Pike County Mapping Office.
 - C. The Dingman Township Office.
- Question #17: List property size in acres.
- Question #18: Draw a site plan of the property. Show the distances between all structures and all property lines. If the business will utilize a sign, show the sign location on the site plan. A surveyed site plan is preferred. Attach the site plan to page 8.