

TOWN OF FRONT ROYAL
Planning and Zoning Department
102 E. Main Street
Front Royal, VA 22630

540.635.4236 Office
540.631.2727 Fax
planning@frontroyalva.com

ZONING APPLICATION to obtain a BUSINESS LICENSE

A. Type of Business & Purpose of the Application Permit # _____

Is the business a ☐ Home Occupation (complete page 2) ☐ Commercial/Industrial

☐ New Business ☐ Existing Business (currently operating within Town limits)

☐ New Ownership ☐ Change of Use ☐ Name Change ☐ Change of Address

B. Applicants Contact Information

Name: _____

Mailing Address: _____

Phone # _____

Email _____

C. General Business Information

Business Name: _____

Business Address: _____

Previous Address (include if needed): _____

Business Description: _____

Previous Use of Building (if known): _____

Tobacco OR Vapor Products Offered for Sale? ☐ Yes ☐ No

Building Size (Sq Ft): _____

Number of Off-Street Parking Spaces Available: _____

List all Proposed Business Vehicles (including make, model and weight, use a separate page if needed): _____

D. Business Owner's Consent

By submitting this application, the Applicant grants permission for Town Officials & Employees to enter upon the property, which is the subject of this application, during reasonable hours for verification purposes to the application process.

X _____

Date: _____

Business Owner Signature

Town Staff Only: Application Fee \$50.00 Date Paid: _____ Form of Payment: _____

All items requiring zoning approval that has started prior to obtaining necessary permits – Regular Fee Doubled.

HOME OCCUPATION

HOME OCCUPATION - An occupation conducted entirely within an enclosed dwelling and clearly incidental and secondary to the residential occupancy thereto carried on by a member or members of the family residing on the premises. All home occupations shall meet the standards in §175-108.1, which are as follows:

- A. The use shall be clearly incidental to the principal use of the property for residential purposes and shall not change the exterior appearance of the dwelling unit or change the character of the neighborhood.
- B. Operators of home occupations must be residents on the same parcel, or parcels, where the home occupation is located. Notwithstanding subsection B, nonresident employees may also work for the home occupation, but no more than one (1) nonresident employee may work from the parcel, or parcels, at the same time.
- C. No outdoor display, sales or storage of goods, materials or equipment shall be permitted, except that, the Zoning Administrator may authorize up to two (2) business vehicles, including any vehicle used by a nonresident employee. Indoor storage is permitted, provided that it does not violate the other restrictions of this section, including, but not limited to, changing the appearance of the dwelling unit, changing the character of the neighborhood, or increasing traffic.
- D. No wholesale or retail business shall be permitted unless it is conducted entirely by mail and/or telephone and does not involve the bulk shipment/delivery of merchandise to and from the premises; provided, however, that articles produced by the home occupation operators may be sold on the premises.
- E. Provided that the other requirements of this section are complied with, home occupations shall include, but shall not be limited to, the following uses: home offices, computer repair services, telecommunication services, artist studios, instructional services/tutoring, dressmaking, babysitting/babysitting services, or small item repair services. Uses that are restricted from being classified as home occupations shall include, but shall not be limited to, the following uses: motor vehicle repair, beauty/barber shops (with more than one (1) customer at a time), restaurants, animal hospitals/kennels, retail sales, and dance studios.
- F. In the instance of a home occupation involving a nonresident employee, at least one (1) additional off-street parking place shall be provided.
- G. No home occupation shall generate greater vehicular or pedestrian traffic than is otherwise normal for the district in which it is located.
- H. No home occupation shall create noise, dust, vibrations, smells, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any greater or more frequent extent than that usually experienced in the district on residentially used zoning lots where no home occupation exists.
- I. Notwithstanding other regulations within this Chapter, signs are not permitted for home occupations, except that the Zoning Administrator may authorize a sign for the following circumstances.
 - 1. When the sign is located on an authorized business vehicle and does not exceed ten (10) square feet in size.
 - 2. When the sign is located within the C-1, C-2, C-3, I-1, I-2, or MCD Zoning District, subject to the following conditions.
 - a. Shall not exceed four (4) square feet in size.
 - b. Shall not exceed six (6) feet in height if freestanding.

I _____ (PLEASE PRINT) have read and agree to abide by the "Home Occupation" restrictions as stated in the Town of Front Royal Zoning Ordinance. I understand that a violation of the Zoning Ordinance is a misdemeanor which, upon conviction, may result in a fine of up to one thousand dollars (\$1,000.00) and revocation of my business license, with each and every day during which any portion of any violation of this chapter is committed, continued or permitted constituting a separate offense.

SIGNATURE

DATE