

City of Raeford
HOME OCCUPATIONS Request Form

Applicant

Name: _____ **Date:** ____ / ____ / ____

Site

Address: _____ **Raeford, NC 28376**

Phone:

(landline): (____) ____ - ____ **(cell):** (____) ____ - ____

Email

address: _____

Thank you for your interest in Home Occupation Approval with the City of Raeford. The following restrictions taken from the City of Raeford Unified Development Ordinance (UDO) 7.3.3 (F) regulating home occupations:

- (1) The business or service is located within the dwelling or an associated accessory building (but not an accessory dwelling unit), and does not exceed twenty-five percent (25%) of the heated floor area of the principal structure or six hundred (600) square feet, whichever is less.
- (2) The principal person or persons providing the business or service resides in the dwelling on the premises.
- (3) The home occupation employs no more than one person on the premises who does not reside on the premises, and no more than one client is seen at any one time.
- (4) The home occupation causes no change in the external appearance of the existing dwelling and structures on the property.
- (5) All vehicles used in connection with the home occupation are of a size, and located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the neighborhood, and there are no more than two vehicles per home occupation.
- (6) There is sufficient off-street parking for patrons of the home occupation, with the number of off-street parking spaces required for the home occupation to be provided and maintained in addition to the space or spaces required for the dwelling itself.
- (7) There are no advertising devices on the property, or other signs of the home occupation, which are visible from outside the dwelling or accessory building.
- (8) The property contains no outdoor display or storage of goods, equipment, or services that are associated with the home occupation.

- (9) Wholesale or retail sales of goods do not occur on the premises.
- (10) The home occupation does not create traffic or parking congestion, noise, vibration, odor, glare, fumes, or electrical or communications interference which can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception

Please answer ALL of the following questions and submit along with your home occupation request. If you need additional space to answer each question thoroughly, please continue on a separate sheet of paper, number each question accordingly, and attach to the back of this form.

1. What is the proposed business home occupation and what are the hours of operation?

2. Where on the property will the occupation take place? (Include site/plot plan) List square footage of floor area being used.

3. Who, including yourself, will be employed by the home occupation?
List names.

4. What type of advertising will there be?

5. What amounts of noise, odor, or vibrations will emanate from the structure?

6. What type of equipment, supplies, and commercial vehicles will be needed and stored?

7. What alterations or construction features will the occupation require?

8. Will patrons visit the home occupation? Approximately how many per week? Where will they park? (Show parking area on site/plot plan)

9. Where will deliveries be made? How many deliveries per day?

10. Home Day Care:

Yes ☐ No ☐

If yes, please check appropriate box:

☐ 1 – 4 children not related to you

☐ 5 – 10 children not related to you

Please note that Home Day Cares must qualify for Approved status through NCDHHS and be permitted within your primary residential structure only. Commercial operation of a Day Care is not permitted in residential neighborhoods.

Residential Site/Plot Plan:

Please sign below to acknowledge that you have read and understand the above home occupation regulations and also that the answers provided above are correct to the best of your knowledge. Your signature also indicates that you are aware that you will notify the Ordinance Administrator of ANY changes in the home occupation immediately. Failure to notify the Ordinance Administrator may result in revocation of approval.

Print Name:

Signature:

Name of Business:

Date Scheduled to begin: _____

FOR OFFICE USE ONLY:

Date Received: ____/____/____

☐ APPROVED AS SUBMITTED

Date Reviewed: ____/____/____

☐ APPROVED WITH CHANGES

Reviewed by: _____

☐ DENIED / NOT PERMITTED

Notes/Comments:
