

Board of County Commissioners

Development Services Department

Planning Services Division

7375 Powell Rd., Ste. 115, Wildwood, FL 34785 Phone (352) 689-4400 FAX: (352) 689-4401

Website: <http://sumtercountyfl.gov>

Project # _____

ZAB date _____

Date Rec'd: v _____

Planner: _____

HOME OCCUPATION SPECIAL USE PERMIT APPLICATION

_____ Residential (Home occupation)

Request/Description of Home Based Business: (Additional information may be attached)

Applicant Information:

Name of Petitioner(s): _____

(or Company/Corp. Name)

Mailing Address: _____

Phone: _____ Email: _____

Mobile: _____ Fax: _____

Property Information:

Legal Description of the property (lengthy descriptions may be attached)

Street Address: _____

Parcels # _____ Current Use: _____

Please Provide:

- Deed or other proof of ownership
- Signed authorization if applicant is not the land owner
- Site plan/sketch (showing how property will be used – if applicable)
- Legal description of the area under application. (lengthy or complex legal descriptions may be required in digital/text format)

As the owner/agent, I agree to post the hearing plaques at least seven (7) days prior to the first hearing on the property's road frontage at the corners and at 300-ft intervals between. I understand any action on my application will be governed by Sumter County's Comprehensive Plan and Land Development Code, and my payment of the non-refundable application fee will not guarantee approval.

Under penalties of perjury, I declare the above information that I have given to be true and correct to the best of my knowledge and belief.

Signature _____
Date

Print Name

A public hearing before the Zoning Special Master (ZSM) will be scheduled once the application is found to be complete. The hearing will be at 6 P.M. at 510 Colony Blvd., The Villages, FL. Your appearance or authorized representative is required at this hearing. Failure for you or your authorized representative's attendance will cause your application to be handled in accordance with the policy adopted in the Sumter County Land Development Code. Minor Special Use Permits are decided by the ZSM. Conditions of approval may be assigned to assure compatibility with the neighborhood. Hearings may be postponed by the ZSM at his/her discretion.

Building permits may be required following approval before business can be conducted.

Home Occupation Special Use Permit Information

Sumter County recognizes and encourages residents to pursue economic opportunities from their homes. Home occupations are a residential accessory use, meaning they are secondary to the residential use of a property. The use of the premises for the home occupation shall be clearly secondary and subordinate to its residential use. Home occupations are regulated under Sumter County Land Development Code Section 13-642 (access at www.municode.com). Special Use Permit applications are heard by the Zoning and Adjustment Board. To grant approval the ZAB must determine that the proposed use can be conducted without unreasonable adverse impacts (noise, traffic, unsightly aesthetics, etc.) on the neighborhood.

The following enterprises are prohibited as a home occupation. They require a commercial or industrial location.

1. Auto body repair and painting.
2. Salvage and recycling yards.
3. Any activity involving the storage, processing or use of hazardous materials.
4. Major appliance repair that involves repair, display, or storage of parts or equipment outside of a fully enclosed building.
5. Retail food and beverage sales, vegetable and juice stands.
6. Truck terminals

Home based businesses that meet all of the following conditions do not require a special use permit:

1. The home occupation must be conducted entirely within the enclosed living area portion of a residence.
2. No sign advertising the home occupation may be placed on the property.
3. No advertising other than business cards, may be done that contains the physical location of the home occupation, and
4. Any increase in traffic to the property, that is attributable to the home occupation, shall be limited to two (2) trips (one (1) trip to and one (1) trip from the premises) per day.

Home occupations (that require a special use permit) must meet the following requirements. A full list of criteria is available in LDC Section 13-642)

1. Home occupations shall only be located on parcels fronting on roadways within the state or county maintained system.
2. All activities must be located inside the residential structure in the following zoning districts: R2, R2C, R4, R4C, R6 and R6C
3. All activities must be located inside an enclosed structure (has walls and doors) in the following zoning districts: RR1, RR1C, RR2.5, and RR2.5C
4. The person(s) conducting the occupation must be a permanent resident of the property. Employment or use of persons not residing on the property is expressly prohibited.
5. Increased traffic shall not exceed ten daily trips per day.
6. Outdoor display of goods is prohibited.
7. The total area used to conduct business shall be the lessor of five (5) percent of the parcel area or 5000 sq. ft.
8. Materials or goods must be stored inside a fully enclosed building where practical. On in an area fully (100%) screened from view.
9. Hours of operation are limited to 8:00 a.m. to 6:00 p.m., Monday through Friday exclusive of holidays. This applies to opening the business to the public and to any activities other than passive activities such as bookkeeping, sewing, painting, and other similar art work