



Community Development Department

Current Planning and Zoning Division

18400 Murdock Circle Port Charlotte FL 33948-1094

Phone: (941) 743-1964 / Fax: (941) 743-1292

www.CharlotteCountyFL.gov

Minor Home Occupation - Application

Application:

❖ A sufficient application shall include:

- The completed **application** with all the requested information provided.
- A notarized **Affidavit of Applicant**.
- If the applicant is **not** the property owner then a notarized **Property Owner's Consent** form must also be submitted. These affidavits are included in the application packet.
- A notarized statement that you agree to comply with the home occupation regulations and conditions as required by **Section 3-9-74, Home Occupations**.
- A current **Site Plan** of the property, if available.
- A **Floor Plan** of an appropriate scale, showing all rooms in the home and areas within the residence that will be used for the *Minor Home Occupation*.
- A **Narrative** description of the proposed Minor Home Occupation in sufficient detail to provide an understanding of what the business is and how the operation of this business meets the criteria for a Minor Home Occupation in Section 3-9-74 sub-sections (b) and (c).
- The application **fee** of **\$50.00**. Checks are to be made payable to Charlotte County Board of County Commissioners or **CCBCC**.

Process:

- The application will be reviewed for sufficiency by staff. The applicant will be notified within five (5) working days if there are any problems with the application as submitted or if additional information is required.
- If the proposed Minor Home Occupation is a type which may be approved by the Zoning Official, staff will issue the *Minor Home Occupation - Certificate of Registration* if all of the applicable criteria have been met.
- If the proposed Home Occupation is a type which must have a Special Exception approved by the Board of Zoning Appeals staff may not issue the *Minor Home Occupation - Certificate of Registration*.
- The applicant will receive a final *Decision Letter* notifying them of approval or denial of the proposed Minor Home Occupation.
- A *Certificate of Registration* for a Minor Home Occupation will be issued to the applicant if approved by the Zoning Official.

Submit completed form and all related documents to the Current Planning and Zoning Office



Community Development Department

Current Planning and Zoning Division

18400 Murdock Circle Port Charlotte FL 33948-1094

Phone: (941) 743-1964 / Fax: (941) 743-1292

www.CharlotteCountyFL.gov

Minor Home Occupation - Application

File Number: _____	Invoice Number: _____
Date Submitted: _____	Date of BZA Meeting: _____
(above for office use only)	

Incomplete applications cannot be processed until they are sufficient.

1. **Name of Applicant:** _____

 (Address) (City) (State) (Zip + four)
 _____ / _____ / _____
 (Phone Number) (Fax Number) (E-mail Address)
2. **Name of Local Agent:** _____

 (Address) (City) (State) (Zip + four)
 _____ / _____ / _____
 (Phone Number) (Fax Number) (E-mail Address)
3. **Owner of Record:** _____

 (Address) (City) (State) (Zip + four)
 _____ / _____ / _____
 (Phone Number) (Fax Number) (E-mail Address)
4. **Owners Authorization:** If the applicant is **not** the owner of subject property the applicant must attach a notarized **Property Owner's Consent** giving the applicant permission to submit this application.
5. **Full Property Address:** _____
 (Address) (City) (Zip + four)
6. **Parcel Identification Number(s):** _____
7. **Legal description:** Lot(s): _____ Block(s): _____
 Subdivision: _____ Unit or Sub-section: _____
 Parcel (P) or Tract (T): _____
 Section(s): _____; Township: _____ (South); Range: _____ (East)
8. **Total Land Area:** (in square feet or acres) _____
9. **Current Zoning Classification:** _____
10. **Current Future Land Use Map (FLUM) Designation:** _____

Submit completed form and all related documents to the Current Planning and Zoning Office



Community Development Department

Current Planning and Zoning Division

18400 Murdock Circle Port Charlotte FL 33948-1094

Phone: (941) 743-1964 / Fax: (941) 743-1292

www.CharlotteCountyFL.gov

Minor Home Occupation - Application

11. Type of Minor Home Occupation: Please provide a brief description of what the proposed Home Occupation is and how the business will be conducted on the property.

12. Narrative: On a separate sheet please explain in detail the nature of the home occupation and how the operation of this home occupation meets the criteria for a Minor Home Occupation as required in Section 3-9-74 sub-sections (b) and (c), page 5 of this application.

13. Site Plan, Plat of Survey and Floor Plan; on separate sheets please attach:

A **Site Plan** (or **Plat of Survey**, if available), of an appropriate scale showing the placement of existing and proposed structures, driveway access, off-street parking, and required yards.

A **Floor Plan** of the residence, of an appropriate scale, showing rooms within the residence and all areas the Minor Home Occupation will occupy.

14. What existing structures are located on the property?

What is the current use of the structures and illustrate their locations and dimensions on the site plan. _____

15. Are there any other hearings pending for this property?.....YES..... NO

If YES, what is name of the applicant for the public hearing? _____

16. Was there a public hearing on this property within the past year?YES..... NO

If YES, in whose name? _____

If YES, petition number? _____

If YES, nature of the request? _____

17. Is this request the result of a violation notice?YES..... NO

If YES, in whose name was the violation served? _____

If YES, what was the nature of the violation? _____

Submit completed form and all related documents to the Current Planning and Zoning Office



Community Development Department

Current Planning and Zoning Division

18400 Murdock Circle Port Charlotte FL 33948-1094

Phone: (941) 743-1964 / Fax: (941) 743-1292

www.CharlotteCountyFL.gov

Minor Home Occupation - Application

Affidavit of Applicant

I, the undersigned, being first duly sworn, depose and say that I am the owner, attorney, attorney-in-fact, agent, lessee or representative of the owners of the majority of the property described and which is the subject matter of the proposed application; that all answers to the questions in this application, and all sketches, data and other supplementary matters attached to and made a part of the application are honest and true to the best of my knowledge and belief. I understand this application must be complete and accurate before the application may be considered, and that if I am not the owner of the property, I have attached a notarized authorization from the owner(s) to submit with this application.

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ___ day of _____ 20___, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Applicant (or Agent)

Printed Name of Notary

Commission Number

Property Owner's Consent

I, _____, property owner of _____
(print name of owner) (address of property)

do hereby give _____ permission to file this application to
(print name of applicant)

allow the use of this property for: _____.

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ___ day of _____ 20___, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Owner

Printed Name of Notary

Commission Number

Submit completed form and all related documents to the Current Planning and Zoning Office



Community Development Department

Current Planning and Zoning Division

18400 Murdock Circle Port Charlotte FL 33948-1094

Phone: (941) 743-1964 / Fax: (941) 743-1292

www.CharlotteCountyFL.gov

Minor Home Occupation - Application

Section 3-9-74. Home Occupations.

(a) **Purpose and Intent.** Some types of work can be conducted at home with little or no effect on the surrounding neighborhood. It is the intent of this section to allow the operation of Home Occupations as an accessory to the primary use in any residential dwelling unit and to regulate them so that a neighbor, under normal circumstances, will not be disturbed or inconvenienced. The following regulations are intended to allow residents to engage in a Minor or Major Home Occupation while ensuring that it does not become a detriment to the character and livability of the surrounding area.

(b) **General Conditions for Home Occupations.** The following conditions must be met and complied with by all operators of any Home Occupation.

- (1) Home occupations shall be subordinate to the allowed principal residential use.
- (2) Home Occupation shall be conducted only by a resident of the principal dwelling unit.
- (3) No more than 20 percent of the gross floor area of a dwelling unit may be devoted to a Home Occupation.
- (4) The principal use of the dwelling unit shall at all times ... remain residential.
- (5) Retail sales shall not be conducted on the premises, except via the internet, phone and mail.
- (6) No more than one non-illuminated wall sign, not exceeding two square feet in area, may be attached to the building. This sign must be on or next to the entrance.
- (7) There shall be no exterior indication that the dwelling is being used for any purpose other than a residence, other than an allowed sign. Examples of prohibited alterations include, but are not limited to, construction of parking lots, paving of required yards, or adding commercial-like lighting.
- (8) There shall be no outside storage of materials used in connection with the Home Occupation.
- (9) No equipment shall be used in connection with a Home Occupation which creates noise, vibration, glare, fumes, odors, electrical interference, or requires the storage of hazardous substances which are not typically incidental to a residential use.
- (10) Deliveries or pick-ups of items associated with Home Occupations shall generally be between the hours of 8:00 AM to 8:00 PM.
- (11) Any operator of a Home Occupation must obtain, and keep current for as long as the Home Occupation is in operation, a business tax receipt from the Charlotte County Tax Collector, also known as the "Local Business Tax Receipt".

(c) **Minor Home Occupations.**

- (2) A Minor Home Occupation (MHO) is allowed without the need for a Special Exception provided it complies with all of the General Conditions established above as well as all of the following conditions.
 - a. The Minor Home Occupation shall register with the County.
 - b. No customers or clients may come to the home at any time.
 - c. Employees from outside the home are prohibited.

I have read and agree to comply with these conditions for operation of a Minor Home Occupation as well as all other applicable Charlotte County Codes, and State and Federal Laws applicable to such use.

State of _____, County of _____

The foregoing instrument was acknowledged before me, by means of physical presence or online notarization, this ____ day of _____ 20____, by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary

Signature of Applicant

Name of Notary

Commission Number

Submit completed form and all related documents to the Current Planning and Zoning Office