



Application Form - Home Occupation in Unincorporated Douglas County, Kansas

Douglas County Zoning and Codes • 3755 E 25th Street, Lawrence, KS 66046 • 785.331.1343

Subject Property Information:

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PLATE or PIN: _____

NAME OF HOME OCCUPATION: _____

DESCRIPTION OF HOME OCCUPATION: _____

NUMBER OF PARKING SPACES PROVIDED FOR EMPLOYEES: _____

NUMBER OF FULL TIME NON-RESIDENT EMPLOYEES: _____

NUMBER OF PART TIME NON-RESIDENT EMPLOYEES: _____

AREA OF RESIDENCE USED FOR HOME OCCUPATION: _____

AREA OF ACCESSORY BUILDING USED FOR HOME OCCUPATION: _____

Applicant(s) Information:

NAME(S): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE 1: _____ PHONE 2 (optional) : _____

EMAIL: _____



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Type 1 Home Occupations include very low impact business activity that generates no additional storage or traffic such as home studios, educational classes, professional offices related to personal services (ex: barber, accounting, therapy, etc.). Annual registration and payment of the registration fee is no longer required for Type 1 Home Occupations, **provided that certain standards are met.**

Type 1 Home Occupation Standards:

- 1) The Home Occupation activity shall be conducted wholly within the dwelling unit or accessory structure(s).
- 2) The Home Occupation shall not occupy more than 25% of the habitable space of the principal dwelling unit, or 400 sq. feet of gross area of an accessory structure. Habitable space, for the purpose of these regulations, shall be defined as a space in a building for living, sleeping, eating, or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable space.
- 3) A maximum of one (1) non-resident employee is permitted on-site. (No limit to the number of employees who remain off-site.)
- 4) Classes are limited to no more than six (6) students at one time, and no more than twelve (12) students per day.
- 5) On-site services to the Home Occupation will be by appointment only and not to exceed twelve (12) appointments per day.
- 6) Animal services – Grooming (no kennels or pet sitting) shall not have more than four (4) dogs on site at any given time. The total number of dogs must satisfy all governing requirements stated in Chapter 2 of the County Code.
- 7) Vehicles used for shipping and receiving are limited to those normally servicing residential neighborhoods (a delivery truck for instance, rather than a semi-truck).
- 8) There shall be no visible evidence of the conduct of a Home Occupation, other than a permitted sign (per section 12-314.1). All equipment, materials, and goods shall be stored indoors or otherwise completely screened from view of adjacent parcels and rights-of-way.
 - i. Storage areas shall satisfy all setback requirements of the zoning district and be screened along the portions of such areas that can be seen from an adjacent parcel or roadway



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Type 2 Home Occupations include higher-impact uses that often involve production of materials for off-premise sales such. Examples of Type 2 Home Occupations include contractor storage, assembly and repair of mechanical devices, and other uses that exceed the standards for a Type 1 Home Occupation. Registration and payment of the registration fee is required every other year for Type 2 Home Occupations.

Type 2 Home Occupation Standards:

- 1) A Type 2 Home Occupation may have up to four (4) non-resident employees. (A Home Occupation is not limited to the number of employees who remain off-site.).
- 2) The Home Occupation shall not occupy more than 50% of the habitable space, as previously defined, of the principal dwelling unit.
- 3) The traffic associated with the Home Occupation, must be safely accommodated by the adjacent road network. An anticipated count may be required at the Director's discretion.
- 4) Customer visits shall be limited to the hours of 8:00am to 7:00pm.
- 5) A minimum of one (1) parking space shall be provided for each non-resident employee, based on the maximum number of employees present at any one time, with adequate

Standards that Apply to All Home Occupations:

- A Home Occupation shall only be allowed as an accessory use to an occupied residence, within districts identified in Table 12-304-3.
- A Home Occupation shall be located within an enclosed structure, with a valid building permit. A change of use permit may be required.
- The operator of the business must reside on the site of the Home Occupation.
- A resident of the premises shall not rent space to others in association with a Home Occupation.
- The residential characteristics of the residence shall be maintained.
- The manufacture or storage of hazardous materials is prohibited, as defined in Chapter 10 of the County Code.
- The business shall comply with the nuisance regulations in Chapter 7 of the County Code. Activity or equipment that creates noise, vibration, electrical interference, smoke, odor, or particulate matter emission that is perceptible beyond the property lines of the subject parcel is prohibited.
- No inventory of products shall be displayed or sold on the premises other than what has been produced on the premises or the incidental sale of goods that are associated with the Home Occupation (beauty products with a beauty salon or art supplies for an art class, for example). (Internet sales, mail order, telephone, and off-site deliveries are not limited.)
- Parking shall not occur on adjacent roads or road right-of-way.
- 11) The Home Occupation shall take access on a public road. The Home Occupation may take access on a private road, provided the operator provides a use agreement from all other parties to the private road or cross access easement drive and provides a revised maintenance agreement (or waiver of maintenance agreement) from the other parties.
- All equipment, materials, and vehicles used for the Home Occupation shall be stored indoors or otherwise noted and shown on an administratively approved plan and shall be completely screened from view of adjacent parcels and rights-of-way.



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Please Read the Following Information

- This application is non-transferable. If you sell your business or move to a new location within the unincorporated area of Douglas County, you must complete a new application form and register with the Douglas County Zoning and Codes Office.
- Any changes to your business must be communicated with the Zoning and Codes Office to ensure compliance.
- Filing fees are non-refundable.

By signing this application, I acknowledge that I understand that it is the business owner's responsibility to conform to the Douglas County Zoning Regulations and that if the information here provided proves to be false, incomplete, and/or inaccurate, the permit will be revoked. Further, by signing this application, I consent to access the premises, at reasonable times, by appropriate officials of Douglas County for the purpose of evaluating this application prior to its approval.

I hereby swear or affirm that the above information is accurate to the best of my knowledge.

SIGNATURE: _____ DATE: ____/____/____

SIGNATURE: _____ DATE: ____/____/____

STATE OF KANSAS
COUNTY OF DOUGLAS

The foregoing instrument was acknowledged before me on this _____ day of _____, 20____,
by _____.

My Commission Expires:

Notary Public



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CERTIFICATE OF MAILING

(Type 2 Home Occupations Only)

- At least fourteen (14) days prior to submission of a registration application, the applicant shall notify all property owners within 1,000 feet of the proposed home occupation. Applicants shall obtain the names and addresses of such property owners from the Douglas County Clerk's Office.
- The notice shall contain the following information, at a minimum:
 - "Dear Property Owner, this letter serves as notice of my intention to apply for a Home Occupation registration with the Douglas County Zoning and Codes Department. The Home Occupation will consist of ____, located at (address). If you have any concerns or questions, please reach out to (name) the proprietor at (contact info). For information on the registration process or for additional information please contact the Douglas County Zoning and Codes Department at zoning@dgcoks.gov, or 785-331-1343."

THE FOLLOWING IS TO BE COMPLETED AND SUBMITTED BY THE APPLICANT.

Address of Home Occupation: _____

I hereby certify that a true and correct copy of the foregoing "notice to property owners" was mailed to the attached list by depositing said copy in the United States Mail, proper postage paid, on the date listed below.

Date notices sent: _____

Signature

Date