



CITY OF MARATHON PLANNING DEPARTMENT
9805 Overseas Highway, Marathon, Florida 33050
Phone (305) 743-0033 FAX (305) 743-3667

HOME OCCUPATION USE APPLICATION
FEE: \$400.00 (without objection) / \$1000.00 (with objection)

APPLICANT:

Name: _____

Mailing Address: _____

Phone Number: (Home) _____ (Work) _____

Business Name: _____

Type of Business: _____

Zoning District: _____

PROPERTY OWNER IF DIFFERENT THAN THE APPLICANT:

Name: _____

Mailing address: _____

Phone Number: (Home) _____ (Work) _____

LEGAL DESCRIPTION OF PROPERTY AT WHICH HOME OCCUPATION IS TO BE CONDUCTED:

Physical Address: _____

Key: _____ Mile Marker: _____

Subdivision: _____ Lot: _____ Block: _____

Real Estate (RE) Number: _____

If legal description is in metes and bounds, attach description on a separate sheet.

PLEASE SUBMIT THE FOLLOWING WITH THIS APPLICATION:

If supporting data (i.e. survey, plot plan) are larger than 8 ½ x 14 inches, the applicant **MUST** submit three (3) copies of each.

1. Copy of lease, deed or tax receipt, or property record card.
2. One (1) photograph of the front of the residence (no photocopies).
3. Site plan (a scaled drawing with dimensions). See advice on page 4.
4. Floor plan of house to scale showing the location and square footage of the area to be used for business and total square footage of house.
* (The area used for business cannot exceed 20% of the gross floor area of the dwelling, exclusive of the area of any open porch, or attached garage, or similar space not suited for occupancy as living quarters of a dwelling).
5. A home-based business shall not be conducted in an accessory building, including a barn, carport, detached garage, porch, or similar building or structure. In addition, accessory buildings shall not be used to store materials and supplies utilized for a home-based business.
6. Written description of the business operation including product or service to be sold, type of equipment being used, number of employees and methods of contacting and meeting customer.
7. The Department is responsible for the review and approval of a license for each separate home occupational use.
8. All conditions of the Home Occupation Use Affidavit must be complied with (attached, see page 3).

Applicant's Signature _____ Date _____

HOME OCCUPATION SPECIAL USE AFFIDAVIT

APPLICANT:

NAME: _____

RE #: _____

BUSINESS NAME: _____

TYPE OF BUSINESS: _____

I agree to abide by the following list of conditions and requirements in applying for, and operating, the requested Home Occupation:

- 1) The home occupation is incidental and secondary to the residential use of the building.
- 2) The home occupation does not change the essential residential character of the use.
- 3) No more than one non-resident is employed.
- 4) The resident of the dwelling unit holds a valid occupational license for the use.
- 5) The home occupation is confined to no more than twenty (20) percent of the total floor area of the dwelling. Business shall not be conducted in an accessory building.
- 6) A Home Occupation shall not generate more than a total of six client and/or delivery trips in any one day. No more than 2 clients at any one time.
- 7) A maximum of two off street parking spaces are required and each additional space shall utilize the driveway serving the residence.
- 8) Business hours are limited from 8 a.m. to 8 p.m
- 9) Commercial vehicles are limited to one and not to exceed a one-ton capacity. Such vehicle shall not be parked or stored in front of the home.
- 10) There will be no storage of equipment or material used in the home occupation outside of the dwelling including accessory building.
- 11) I will not utilize mechanical, electrical, or other equipment that produces noise, electrical or magnetic interference, vibration, heat, glare or other nuisance outside of the residential building or accessory structure.
- 12) The business shall not utilize or maintain on site any hazardous materials

- 13) All sales shall be incidental to the principal residential use and shall involve only the sale of goods or merchandise produced or processed by the home occupation. Retail sales of goods not produced or processed on the premises are prohibited.
- 14) Each property shall have no more than two permits for home-based businesses however the total number of trips shall be combined in such cases.
- 15) Each permit shall be valid for a period of up to two years but shall be renewable upon application and continued conformance with the provisions set forth.

I further understand that in obtaining an Occupational License from the County Tax Collector's Office, I am not absolved from complying with the provisions of the City Land Development Regulations. I further understand that there may be additional approvals and/or permits required in order to legally operate the aforementioned business at the proposed location.

By my signature below, I do hereby agree to the conditions stated above. I understand that if I do not comply with any of the above conditions, my home occupation may not be in compliance with the provisions of the City Land Development Regulations, and that if so adjudged, that the Code Compliance Department will be notified of the situation for their consideration.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

Signature of Applicant or Agent

Date

State of Florida Notary Public

The foregoing signature was acknowledged before me this _____ day of _____, 20____
by _____, who is personally known to me _____ or has produced
_____ as identification.

Seal:

Notary Public Signature
My Commission Expires: _____

HOME OCCUPATION USE FORM

In completing the Home Occupation Use Application form, you may find the following information useful:

- 1) A survey of the property showing the location of all structures may be submitted instead of the dimensioned site plan. If you do not have a survey, use graph paper to draw your site plan. The plan does not need to be elaborate, but it does need to show the length and width of the property, the street on which the property is located, the location of the house on the property and the dimensions of the house and any water bodies adjacent to the property.

Use graph paper that is divided into one-inch grids. A good scale for subdivision lots is one inch equals twenty feet. At the 1" = 20' scale, each small square will be 4' x 4'. The thicker lines will be 20' apart. If your property is larger than a subdivision lot, you will probably want to use a scale of 1" = 40' or 1" = 50'.

- 2) Instead of a dimensioned floor plan, the applicant may submit a house plan reduced to 8 ½ x 11 with the work area clearly marked and the square footage stated. If you do not have house plans, use graph paper to draw your own floor plan. Be sure that the size of each room is clearly marked, as well as the outside dimensions of the building. Indicate on the plan which scale was used.