



**HOME OCCUPATION/BUSINESS ACCESSORY USE PERMIT APPLICATION
CITY OF MAUMELLE, ARKANSAS**

1. APPLICANT'S NAME: _____ DATE: _____

2. APPLICANT'S ADDRESS: _____

3. APPLICANT'S TELEPHONE NUMBER: _____

4. NAME OF BUSINESS: _____

5. OWNER OF BUSINESS: _____

6. BUSINESS ADDRESS: _____

7. PROPERTY OWNED BY: _____

8. DESCRIBE TYPE OF BUSINESS ACTIVITY OR SERVICE ACTIVITY OFFERED BY THIS BUSINESS: _____

9. TOTAL NUMBER OF EMPLOYEES THAT:

A. RESIDE ON PREMISES: _____

B. RESIDE OFF PREMISES: _____

10. WILL PROPOSED USE GENERATE PEDESTRIAN OR VEHICULAR TRAFFIC, OR DELIVERIES? YES NO
IF YES, DESCRIBE THE TYPE OF TRAFFIC OR DELIVERIES THAT WILL BE GENERATED, (INCLUDE TRAFFIC TIMES AND NUMBER OF DELIVERIES PER DAY/WEEK): _____

11. LIST THE TYPE OF STOCK OR MERCHANDISE TO BE STORED ON THE PREMISES: _____

12. LIST ANY SERVICES OR REPAIRS TO BE DONE ON THE PREMISES: _____

13. IS THERE ANY ON-SITE BUSINESS ADVERTISING PROPOSED: YES NO
IF YES, WHAT TYPE? _____

14. TOTAL SQUARE FOOTAGE OF DWELLING UNIT: _____

15. TOTAL SQUARE FOOTAGE OF DWELLING UNIT DEVOTED TO BUSINESS: _____

16. FOR THE PURPOSE OF ASSURING COMPLIANCE WITH THE ORDINANCE, PLEASE LIST ALL VEHICLES AND TRAILERS, INCLUDING TYPE AND SIZE, WHICH WILL BE ON-SITE AND UTILIZED FOR THIS PROPOSED BUSINESS/OCCUPATION: _____

17. PLEASE USE THE FOLLOWING SPACE FOR ANY COMMENTS OR ADDITIONAL INFORMATION THAT WILL BE USEFUL IN DETERMINING APPROVAL OR DENIAL OF THIS APPLICATION: _____

SIGNATURE OF APPLICANT: _____ DATE: _____

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CITY OF MAUMELLE, ARKANSAS

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FOR OFFICE USE ONLY

18. PROPERTY ZONED: _____
19. PROPERTY INSPECTED BY: _____
20. DATE APPLICATION RECEIVED: _____ BY WHOM: _____
21. DATE YARD SIGNS DISTRIBUTED: _____ DATE RETURNED: _____
22. DATE APPLICATION REVIEWED: _____
23. COMPLAINTS RECEIVED: YES NO IF YES, ATTACH COPIES OF COMPLAINTS
20. DISPOSITION OF APPLICATION: APPROVED DISAPPROVED

JIM MORLEY
DIRECTOR
DEPARTMENT OF CODE
ENFORCEMENT/PERMITS

DATE

DATE

NOTES:

APPLICANT SHOULD BE APPRISED THAT HE/SHE SHOULD INVESTIGATE ANY "BILL OF ASSURANCE" RESTRICTIONS PLACED ON THIS PROPERTY.

MATERIAL PROVIDED IN THIS APPLICATION IS PRELIMINARY AND, ADDITIONAL INFORMATION MAY BE REQUIRED BY STAFF.

THIS IS TO CERTIFY THAT I HAVE RECEIVED, READ AND FULLY UNDERSTAND THE RESTRICTIONS ON THE USE OF MY RESIDENCE FOR A HOME BUSINESS/OCCUPATION.

SIGNATURE OF APPLICANT

DATE

**HOME OCCUPATION/BUSINESS ACCESSORY USE PERMIT CONDITIONS
CITY OF MAUMELLE, ARKANSAS**

Your application for a "Home Occupation/Business Accessory Use Permit" has been received. If approved you will be allowed to use the property described on your application form for the specific purpose you listed. However, the following conditions must be strictly adhered to, and any expansion beyond the scope of this approval will be cause for revocation of your accessory use permit.

- A. Only 33% or a maximum of 1000 square feet, whichever is lesser, of the principal residential structure shall be used for the operation of the home business/occupation.**
- B. Only one service or company vehicle with a capacity of less than one ton can be parked, stored or maintained on the premises. The following types of vehicles are expressly prohibited at any time:
 - 1. All commercial tow vehicles or vehicle carriers;**
 - 2. Dump trucks or trash haulers;**
 - 3. Flat bed or stake bed trucks;**
 - 4. Trucks or buses used in inter or intrastate commerce;**
 - 5. Vans with a capacity of one ton or larger, used for other than a private passenger vehicle;**
 - 6. School or church buses or vans one ton in carrying capacity or greater.****
- C. Only one trailer is allowed as long as the trailer is attached to the service or company vehicle and is used for the storage or transportation of equipment. The trailer shall not be allowed if disconnected from the service or company vehicle without being stored in a garage or behind an approved fence enclosure. The trailer shall not be parked or stored in the street, and shall not be parked or stored with trash, rubbish, or other nuisance materials.**
- D. No temporary or permanent outside storage of equipment or materials is allowed.**
- E. There can be no use of any accessory structure on this property for the use of storage or for the purpose of conducting the business/occupation.**
- F. No more than one employee or independent contractor shall be permitted to report to the premises for job assignment or to work at the premises. No more than one employee shall be allowed at the premises, while functioning as an employee, other than immediate family members who reside on the premises.**
- G. No additional building or remodeling is allowed on the premises to accommodate the home business/occupation.**
- H. There shall be no display that will indicate from the exterior that the premises are being utilized in part for any purpose other than that of a dwelling unit. There shall be no product display visible from the street.**
- I. No commodity shall be sold upon the premises, except that which is prepared on the premises.**
- J. No home business/occupation shall create a hazard to persons or property, or any offensive conditions such as excessive noise, vibrations, dust, electrical interference, odor, or any other form of pollution of any nature.**
- K. No mechanical, electrical, or chemical equipment or any form of apparatus may be utilized which interferes with or substantially disrupts the integrity or the character of the neighborhood.**

Signature of Applicant: _____ **Date:** _____