



Town of Colonial Beach
Department of Planning and
Community Development
315 Douglas Avenue
Colonial Beach, VA 22443
(804) 224-7506
(804) 224-7185 fax
www.colonialbeachva.net

Home Occupation Standards

Home occupation standards are intended to ensure compatibility with other permitted uses and with the character of the neighborhood. **If you as a business owner are required to obtain a business license from the Town of Colonial Beach and you are a resident of the Town, and the business address is the same as your home address or your business is operated from your home, then a home occupation permit is required.** This is a zoning permit which allows your business operation to comply with the Town's Zoning Ordinance. The following standards apply to all Home Occupations:

- A. The home occupation shall be clearly incidental and subordinate to the residential use of the property.
- B. The home occupation must be conducted entirely within the dwelling unit or accessory structure.
- C. No employees, paid or unpaid other than individuals residing on the premises shall be engaged on the premises in such home occupation.
- D. No electrical or mechanical equipment shall be employed other than machinery or equipment customarily used in the home or associated with a hobby or a vocation.
- E. The occupation or activity shall not employ machinery or equipment that creates noise, odor, smoke, dust or glare which is dangerous or otherwise detrimental to persons residing in the home or on adjacent property. The storage of hazardous materials shall be prohibited.
- F. There shall be no noise, odor or exterior evidence that the building or its premises are being used for any purpose other than a dwelling.
- G. No advertising sign shall be displayed.
- H. No on premises sale of merchandise, equipment or materials, outside storage or display shall be permitted.
- I. The home occupation shall not exceed four hundred (400) square feet or twenty-five percent (25%) of the floor area of the residence, whichever shall be less.

- J. Such home occupation shall not generate traffic, parking, sewage or water use in excess of that which is normal in a residential district.
- K. No heavy truck or vehicle or piece of equipment having a gross rated carrying capacity or more than one (1) ton (900kg) gross weight shall be parked or stored on or operated from the site in connection with a home occupation unless such vehicle or equipment has been specifically authorized in conjunction with a conditional use permit. This shall not be deemed to waive compliance with Section 2-14 of this Ordinance.
- L. No person shall conduct a home occupation without obtaining the appropriate business license required by law and issued by the Town of Colonial Beach.
- M. Any home occupation with any on-premises customer or client contact shall comply with the parking requirements found in Article 13 of this Ordinance. Otherwise, no additional parking shall be required.

ADDITIONALLY, FOR ANY BUSINESS SELLING FOOD PRODUCTS:

It shall be the responsibility of the applicant to obtain any necessary and/or required approvals from the Westmoreland Health Department and/or the Virginia Department of Agriculture when the home occupation involves the sale and/or preparation of food and/or food services. Virginia food law requires inspections BEFORE the preparation or sale of food or food services. The Westmoreland Health Department is located in Montross and can be reached by dialing (804) _____ and the Virginia Department of Agriculture can be reached at (804) 786-3520.

TO BE SIGNED BY THE APPLICANT:

I have read and understand these use limitations regarding my home occupation application/permit.

Signed _____ Date _____



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Home Occupation Permit Application – Permit No. _____

Part I. Property Owner Contact Information:

Name: _____

Address: _____

Mailing Address (if different from property address): _____

City: _____ State: _____ Zip: _____

Daytime Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Cell or Alternate Telephone Number: _____

Part II. Applicant Information (if different than above)

Name: _____

Address: _____

Mailing Address (if different from property address): _____

City: _____ State: _____ Zip: _____

Daytime Telephone Number: _____

Fax Number: _____

E-mail Address: _____

Cell or Alternate Telephone Number: _____

Part III. Property Information (Location of Home Occupation):

Tax Map Parcel Number: _____
Zoning: _____ Parcel Size (acres or square feet) _____
Subdivision Name (if any): _____

Part IV. Home Occupation Information:

Type of Business (what you sell/service provided): _____

Name of Business: _____
A Copy of Business License is required. Is this attached? ___ Yes ___ No
Prior to issuance you will need to obtain a business license from the Town. Please ensure a copy of such license is attached to this permit.
Prior to issuance a copy of a tax receipt showing that all taxes on the property are current is required to be submitted (15.2-1186).

Add additional information here if needed:

Part V. Supplemental Questions:

1. Please provide a detailed description of the proposed home occupation such as: activities, materials & equipment used, and methods of operation.

2. How many persons will be involved or employed in the conduct of the proposed operation:

You & Immediate Family ____
Others ____
Total ____

3. Will anyone report to your home for work, to get supplies, or to utilize any service?

___ Yes ___ No

4. What type of product will be produced, serviced, or repaired in the conduct of your home occupation? Explain: _____

5. Describe any type of alterations to the home or property that may be required to facilitate your home occupation:

6. Explain which room(s) will be used in the conduct of the home occupation and how such room(s) will be used (include total square feet) _____

7. Describe the mechanical and/or electrical equipment that will be necessary to the conduct of your activity

8. Describe how, where and in what amounts the material, supplies, and/or other equipment related to your proposed home occupation will be stored.

9. Are there any signs necessary or proposed relative to the home occupation?

___ Yes ___ No

If Yes, please provide type and size

10. If trucks or other equipment will be used in your home occupation, where will they be parked or stored?

11. Will the home occupation involve the use of commercial vehicles (over 5,000 pounds gross vehicle weight)?

___ Yes ___ No

Explain: _____

12. Will the home occupation use commercial vehicles for delivery of supplies?

___ Yes ___ No

If yes, please explain _____

I hereby certify that I have the authority to make the forgoing application and that all information provided is true and accurate. Failure to provide true and accurate information shall automatically render this permit invalid. I further certify that I have read and understand the standards for home occupations attached to this application. I authorize any County, State, and/or federal representatives to enter the property subject to this permit in respect to the processing and review of this permit as necessary and to ensure all requirements/conditions are in compliance.

Property Owner Signature(s):_____

Date:_____

Property Owner Signature(s):_____

Date:_____

If applicant(s) is not the property owner, the applicant is required to also sign below:

Applicant Signature(s):_____

Date:_____

Applicant Signature(s):_____

Date:_____

TOWN REVIEW & APPROVAL

Approval Denial

Conditions/Comments:_____

Signature:_____ Date:_____

Zoning Administrator