



# HOME OCCUPATION CITY OF MIDDLETON CHECKLIST

REQUIREMENTS PER [SECTION 10.03.28\(9\)](#)

## APPLICATION PACKET REQUIREMENTS

The City **strongly prefers** to receive the application electronically via e-mail to [planning@cityofmiddleton.us](mailto:planning@cityofmiddleton.us), although a paper copy will also be accepted.

The following information shall be provided on an annual basis, prior to issuance of said Annual City of Middleton Home Occupation License:

- Completed and signed Home Occupation application
- The zoning district and parcel address of the subject property.
- The location of the home occupation and type of structure where it will be conducted.
- A current floor plan of the structure.
- The parking area of all employees associated with the home occupation.
- Any approvals of permits required by other regulatory bodies such as the Health, Police, or Fire Department.
- Payment of an Administrative Fee, set annually by the City, to cover the costs to the City of administering the above.

The City of Middleton Home Occupation License shall be issued with the completion of the above requirements and meeting the requirements of Section III below.

## APPLICABILITY AND RENTAL REQUIREMENTS

Economic activities performed within a principal or accessory residential dwelling unit that do not significantly alter the residential character of the dwelling unit, dwelling structure, or the parcel and are secondary and incidental. Examples include personal and professional services, handicrafts, and retail conducted online. Home Occupations are intended to provide a means to accommodate a small home-based family or professional business without the necessity of a rezoning from a residential to a business district. Home Occupations are limited to low intensity businesses and businesses with limited overlap of customer visits. Home Occupations shall only be located as an Accessory Land Use to a Residential Land Use as defined in Section 10.03.06. The following provisions apply to the operation of a Home Occupation:

- 1) Shall be conducted only within the enclosed area of the dwelling unit or residential accessory structure or garage.
- 2) Shall be conducted only by a resident of the principal structure on-site.
- 3) Shall include no more than two clients on-site at any one time and a maximum of one non-resident employee.
- 4) Shall not have any outside employees or clients on-site between the hours of 7:00 PM and 8 AM.
- 5) There shall not be any exterior evidence of the Home Occupation on-site or exterior structure alterations.
- 6) There shall be no exterior storage or display of materials, goods, supplies, or equipment.
- 7) There shall be no adverse external impacts to the neighborhood such as emission of noise, odor, smoke, dust, heat, vibration, traffic, etc.
- 8) There shall be no commercial vehicle traffic, outside of occupational deliveries.

- 9) There shall be no parking for large vehicles over one ton capacity stored on-site.
- 10) There shall be no external mechanical equipment associated with the home occupation use on-site.
- 11) The total percentage of gross floor area devoted to the home occupation use shall not exceed 20% of the structure or 300 square feet, whichever is less.
- 12) Items shall not be sold or offered for sale on the premises, outside of online sales.
- 13) A minimum of one on-site parking space shall be required for any non-resident employee.

To note, for any Community or Market Garden land use as defined in Section 10.03.26(2), the provisions of that section must be met to issue a Home Occupation Permit.



# HOME OCCUPATION PERMIT

Submit electronically to [planning@cityofmiddleton.us](mailto:planning@cityofmiddleton.us).

Economic activities performed within a principal or accessory residential dwelling unit that do not significantly alter the residential character of the dwelling unit, dwelling structure, or the parcel and are secondary and incidental. Home Occupation Permits are to be re-applied for each year the business is located at the Middleton property.

PERMIT #:
PERMIT FEE: \$ _____
APPROVED BY: _____
APPROVAL DATE:

## ADDRESS OF PROPERTY:

APPLICANT NAME (BUSINESS OWNER)	PROPERTY OWNER NAME
BUSINESS NAME (IF APPLICABLE)	CO-OWNER NAME (IF APPLICABLE)
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
PHONE	PHONE
E-MAIL	E-MAIL

## SITE DATA:

ZONING	LOT AREA	DEPARTMENT APPROVALS
		HEALTH
		POLICE
		FIRE

If you are unsure of your zoning, check the [Zoning Map](#) on the City's website.

I, the undersigned, do hereby certify that the above information is correct and agree that in the performance of this work I will be bound by and submit to all statutes of the State of Wisconsin, conform to all applicable codes and ordinances of the City of Middleton, and abide by all other applicable rules and regulations. Furthermore, I understand that the City of Middleton is not responsible for enforcing neighborhood covenants, and any granted zoning variances apply only for the specific structure(s) reviewed by the Zoning Board of Appeals.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_