

**MONROE COUNTY ZONING
ADMINISTRATOR**

10 Benton Avenue East
Albia, Iowa 52531

Phone: 641-932-7123
Fax: 641-932-2863

HOME INDUSTRY PERMIT

#

BUSINESS: _____

NAME/ADDRESS: _____

PHONE NUMBER: _____

2.2 E. HOME INDUSTRY PERMIT

Home Industry Permit

1. **Purpose.** A home industry permit is required to ensure that all home industries are conducted in a safe manner without adverse affects on adjacent residences.
2. **Applicability.** No person shall conduct a home industry until a home industry permit has been issued by the Zoning Administrator.
3. **Application.** The applicant shall file a completed application with the Zoning Administrator describing the location and operation of the proposed home industry in sufficient detail to ensure that the home industry will be conducted in accordance with the home industry regulations in Chapter 5.8.
4. **Review Criteria.** All proposed home industries will be conducted in conformance with the home industry performance standards established in Chapter 5.8 which shall be used as review criteria to evaluate the home industry permit application.
5. **Validity.** After the permit has been issued, it shall be reviewed every second year in January. Monroe County shall contact the home industry permit holder(s) for the review process and collect the applicable fee. If the use has complied and continues to comply with the provisions of this UDC, then the permit shall be renewed.

5.8 Home Industry

(Amended Effective 2/21/2012)

A. Purpose.

1. To permit and regulate the conduct of home industry as a secondary use to a dwelling unit, owner, or renter occupied;
2. To ensure that such home industries are compatible with, and do not have a harmful effect on, nearby residential properties and uses;
3. To adequately protect existing residential neighborhoods from dust, odors, noise, traffic and/or other potentially adverse effects of home industries;
4. To allow residents of the community to use their homes as a work place and a source of livelihood, under certain specified standards, conditions and criteria;
5. To enable the fair and consistent enforcement of these home industry regulations; and
6. To promote and protect the public health, safety and general welfare.

B. Generally. No home industry, except as otherwise provided herein, shall be initiated, established or maintained in the County except in conformance with the regulations, administrative procedures and standards set forth in this Section. The applicant shall apply for a home industry permit and pay the fee as established by a resolution of the Board of Supervisors. And shall be subject to a review every second year thereafter. Monroe County shall contact the home industry permit holder(s) for the review process and collect the applicable fee. The Zoning Administrator may require an inspection prior to issuing a home industry permit.

C. Performance Standards. Home industries are authorized in the A-1 and A-2 districts if they comply with the performance standards set forth herein.

1. The minimum parcel size shall be five (5) acres unless the home industry was previously permitted as a legal and lawful home industry on a smaller parcel.
2. The location must be located in a residence or accessory structure.
3. In A-1 and A-2 districts, limitation of an average of five (5) client vehicles at a time with a maximum of ten (10) client visits per day.
4. Customer hours shall be limited to the hours between 6:00 a.m. to 9:00 p.m.
5. Shipping deliveries by common carrier delivery companies (excluding U.S. mail) are limited to three (3) per day.
6. Excluding common carrier delivery company's vehicles allowed in section 5.8.C.5, no vehicle requiring a Class A operator license by the State of Iowa shall be used in conjunction with a home industry.
7. The maximum area for a home industry is three thousand (3,000) square feet.

8. Up to six (6) non-resident on-site employees are allowed.
9. Home industries shall only be operated by a full-time resident of the property.
10. The home in which the home industry occurs shall maintain a residential appearance. The outside appearance of the residence may not be modified to call attention to the home industry. Home industries may be conducted in an accessory building on the premises.
11. No outdoor storage of materials or equipment used in the home industry shall be permitted except in conformance with the following standards:
 - a. For contractors' shops or small equipment and vehicle repair outdoor storage of up to two (2) operable vehicles with valid license and registration is allowed, provided that they are parked behind the front building line. Up to two (2) additional vehicles or pieces of small equipment may be stored outside subject to the Zoning Administrator's approval of a site plan showing that the storage area for all vehicles used in conjunction with the home industry is behind the front building line and is screened from view from the street and from adjacent residences.
 - b. Products produced in the home industry may be stored behind the structure used for the home industry provided that the storage area shall be screened by solid or opaque screening. The screening shall be approved by the Monroe County Zoning Administrator.
12. Signage shall comply with the provisions of Chapter 7 of this Code.
13. The applicant for a home industry shall demonstrate that public facilities and utilities are adequate to safely accommodate the home industry and shall be inspected and permitted, if required, by the County Sanitarian.
14. Off-street parking spaces shall be provided as required for the residential use, plus one (1) space for each allowed employee and one (1) space for each client allowed to visit at a given time.
15. Storage of dangerous, combustible or volatile materials used in conjunction with the home industry shall not be permitted in residential dwellings.
16. Noise level from the home industry shall not exceed a level generally accepted by that area.
17. More than one (1) home industry is allowed per property; however, the sum of the total area, signage, parking and employee limitations of the property shall not exceed the limitations set by the Code for a single home industry.
18. Home industries involving the raising, boarding or treatment of animals are allowed.

- D. Non-Conforming Home Industries.** All existing home industries which are either expressly prohibited or which are not in conformity with Chapter 4 of this Code shall be removed or modified to become conforming.
- E. Unsafe Home Industries.** Any home industry that has become dangerous or unsafe, or presents a safety hazard to the public, pedestrians or motorists, or presents a safety hazard to adjacent or nearby properties, residents or businesses, the Zoning Administrator shall issue an order to the dwelling owner and/or tenant on the property on which the home industry is being undertaken, directing that the home industry be immediately

made safe or be terminated. The property owner and/or tenant shall be responsible for taking the necessary corrective steps or measures, but in the event of a failure to do so by the owner and/or tenant, after notice and a reasonable period of time, the Zoning Administrator shall take any action to make the home industry and dwelling safe. Costs incurred by the Zoning Administrator, if forced to take enforcement actions, shall be borne by the property owners and shall be treated as a zoning violation pursuant to Chapter 9 of this Code.

HOME INDUSTRY PERMIT APPLICANT CRITERIA

DATE:

DATE BUSINESS STARTED:

Provide documentation.

ZONING DISTRICT HOME INDUSTRY LOCATED IN:

WHO WILL OPERATE HOME INDUSTRY BUSINESS:

IS HOME INDUSTRY BUSINESS LOCATED IN RESIDENCE OR ACCESSORY BUILDING:

NUMBER OF NON-RESIDENT EMPLOYEES:

Must show documentation or proof of number of employees.

AVERAGE NUMBER OF CLIENT VEHICLES AT SITE AT A TIME:

AVERAGE NUMBER OF CLIENT VISITS PER DAY:

CUSTOMER HOURS:

AVERAGE NUMBER OF SHIPPING DELIVERIES TO SITE EACH DAY:

AREA IN SQUARE FEET OF HOME INDUSTRY BUSINESS:

ANTICIPATED NOISE LEVEL OF HOME INDUSTRY BUSINESS:

TYPE OF OUTSIDE SIGNING PLANNED FOR HOME INDUSTRY BUSINESS:

TYPE OF STREET PARKING PROVIDED AT SITE:

METHOD OF DISPOSAL OF WASTE PRODUCTS GENERATED FROM THE HOME INDUSTRY BUSINESS:

HAS ADEQUATE PUBLIC FACILITIES AND UTILITIES BEEN PROVIDED TO SITE:

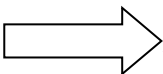
Must have permit/approval from County Sanitarian

IS THE ACCESS SUFFICIENT FOR THE HOME INDUSTRY BUSINESS:

Must have County Engineer approval.

HOME INDUSTRY APPLICANT AGREES TO PROVIDE A NARRATIVE REPORT DESCRIBING THE BUSINESS AND ADDRESSING ALL POINTS COVERED IN THE HOME INDUSTRY GUIDELINES.

WITH THE INFORMATION PROVIDED ABOVE THE HOME INDUSTRY APPLICANT SHALL PROVIDE A NARRATIVE REPORT DESCRIBING THE BUSINESS WHICH ADDRESSES ALL POINTS COVERED IN THE HOME INDUSTRY GUIDELINES.



PERMIT #

DATE:

ALL HOME INDUSTRIES WILL BE ESTABLISHED AS SET FORTH IN THE CURRENT MONROE COUNTY ZONING ORDINANCE.

BY SIGNING THIS APPLICATION THE HOME INDUSTRY APPLICANT CERTIFIES THAT THEY MEET ALL REGULATIONS AND REQUIREMENTS AND THEY AGREE THAT THEY WILL STAY IN COMPLIANCE WITH ALL REGULATIONS AND REQUIREMENTS.

THE HOME INDUSTRY APPLICANT AGREES TO REPORT TO THE ZONING ADMINISTRATOR ANNUALLY TO REVIEW THE CURRENT REGULATIONS AND REQUIREMENTS.

THE HOME INDUSTRY APPLICANT ACKNOWLEDGES THAT SHOULD THEIR BUSINESS EVER EXCEED THE CURRENT REGULATIONS THAT THEY MUST APPLY FOR AND BE APPROVED FOR A REZONING OF THEIR PROPERTY BEFORE THEY CAN EXPAND THE BUSINESS. THERE ARE NO GUARANTEES THAT THE PROPERTY WILL MEET REZONING CRITERIA.

Name

Name

NOTARY

STATE OF IOWA:
COUNTY OF MONROE:

On this ____ day of _____, 2003, before me, the undersigned a Notary Public in and for said County and State, personally appeared _____, to me know to be the identical person named in and who executed the foregoing instrument and acknowledged that they executed the same as their voluntary act and deed.

Notary Public