

**APPLICATION FOR ZONING PERMIT FOR A  
HOME OCCUPATION/HOME PROFESSIONAL OFFICE**

Pottawattamie County Office of Planning and Development \* (712) 328-5792

1. **OWNER, TELEPHONE, ADDRESS:** Name, current telephone number (**number where the owner can be reached between 8:00 A.M. & 4:30 P.M.**) and current mailing address of the owner of the property.
2. **JOB SITE ADDRESS:** Address of the property where the proposed home occupation/home professional office will be located.
3. **CIVIL TOWNSHIP:** Name of the township where the subject property is located. Example: Lake, Lewis, Garner, York, Center, etc.
4. **LEGAL DESCRIPTION:** Legal description of the subject property, which can be taken from your tax statement or the deed for the property. Check the box "**OPer Attachment**" and include a copy of the deed with the application if the legal description is lengthy.
5. **FLOODPLAIN DATA:** This data can be furnished to you by the Planning Office. If your property is located in a Zone A, the Floodplain or Floodway, you will be required to also obtain a Floodplain Development Permit.
6. **ZONING DISTRICT:** This data can be furnished to you by the Planning Office.
7. **PROPOSED HOME OCCUPATION/HOME PROFESSIONAL OFFICE USE:** List the type of business you proposed, ie. Beauty shop, real estate office, etc.
8. **TRADE NAME OF HOME OCCUPATION/HOME PROFESSIONAL OFFICE:** If you establish a trade name for your business, denote the trade name. Trade names must be registered with the Secretary of State, State of Iowa and recorded at the County Recorder's Office. You should contact the Secretary of State at (515) 281-5864.
9. **LOCATION OF USE:** Indicate whether the use will be in your house or in an accessory building.
10. **TOTAL SQUARE FOOTAGE OF DWELLING UNIT OR ACCESSORY BUILDING:** Calculate the total square footage of your house or of the accessory (outbuilding).
11. **TOTAL SQUARE FOOTAGE TO BE DEVOTED TO HOME OCCUPATION/HOME PROFESSIONAL OFFICE:** Calculate the total square footage that business will occupy. The maximum square footage is 600.
12. **TOTAL NUMBER OF EMPLOYEES:** Only person residing on the premises can be engaged in the business. Denote the total number of people that will be employed by the business.
13. **ESTIMATED AMOUNT OF TRAFFIC TO BE GENERATED BY THIS USE ON A DAILY BASIS:** Denote the number of vehicles you anticipate coming to you house on a daily basis. If you anticipate heavier traffic on the weekends verses the weekdays, please denote that variation.
14. **TOTAL NUMBER OF CUSTOMER VISITS PER DAY:** Denote the estimated number of customer visits per day. The limit is 12.
15. **NUMBER OF OFF-STREET PARKING SPACES TO BE PROVIDED:** Denote the number of off-street parking spaces that you will provide for this business. Off-street parking must be provided behind the setback lines for your zoning district. You are limited to 2 parking spaces for patrons.

**ATTACHMENT**

- A. Diagram of House or Accessory Building: You will need to draw, on a separate sheet of paper, a site plan similar to the example.
- B. Filing Fee: \$70.00.
- C. Statement of understanding of home occupation/home professional office.

**SIGNATURE:**

Sign and date the application.

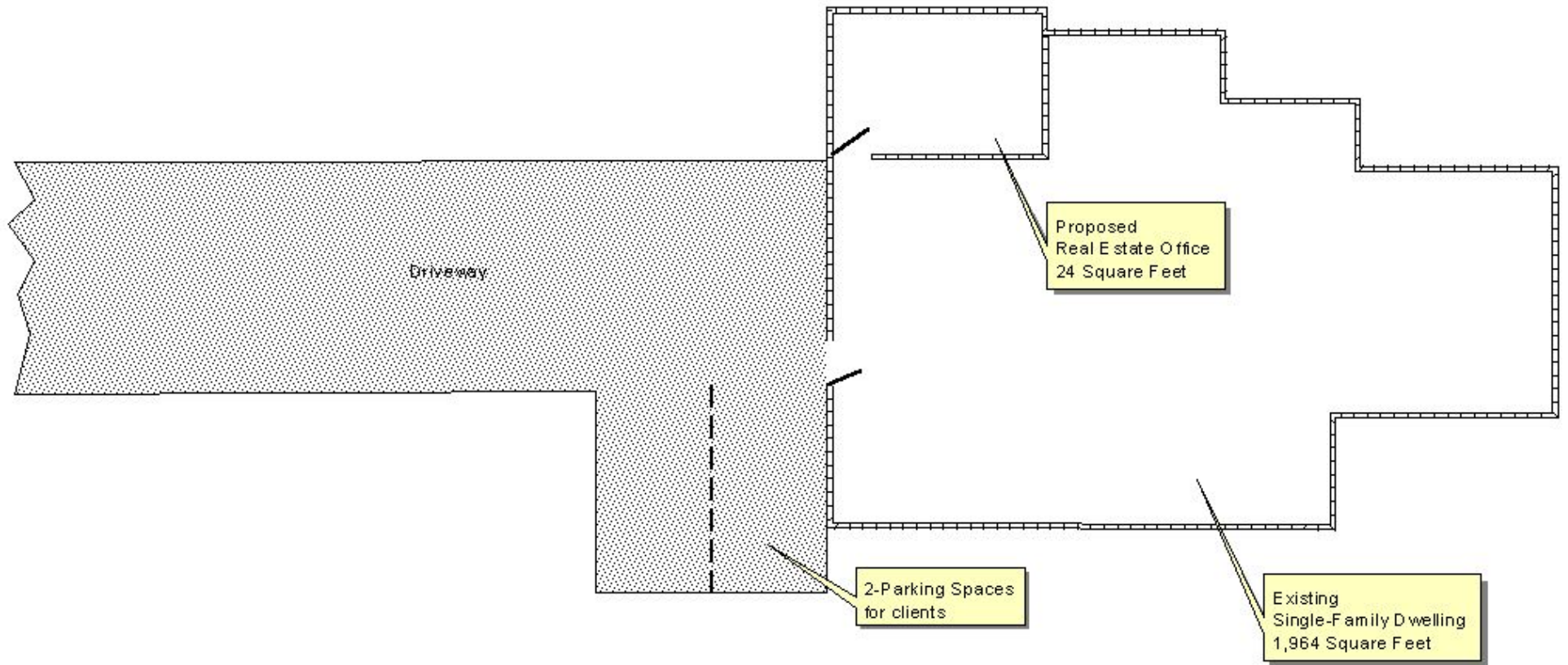
**WHEN CAN I EXPECT TO RECEIVE MY PERMIT?**

Once the application has been properly filed with the Office of Planning and Development, 223 South 6th Street, Council Bluffs, Iowa, it will be reviewed by the Planning Director. If everything is found to be in order and to comply with regulations of the appropriate ordinance, a permit will be issued within approximately seven (7) working days.

**WHAT OTHER PERMITS DO I NEED?**

- **Entrance Permit:** If a new entrance is required you must contact the appropriate authorities. For entrance permits along a county road, contact the County Engineer (328-5608). For entrance permits along a state highway contact the Iowa Department of Transportation (323-6125).

NOTE: The data contained in this document is for reference purposes only. For the specific regulations, you should refer to the Pottawattamie County, Iowa, Code. Data contained in this document is subject to change without further notice to recipients of this document.



# Sample Plan

**FOR OFFICE USE ONLY:**

DATE ISSUED: \_\_\_\_\_  
 ZONING PERMIT #: \_\_\_\_\_  
 TOWNSHIP: \_\_\_\_\_  
 SECTION/SUBDIVISION: \_\_\_\_\_

RECEIPT # \_\_\_\_\_

AMOUNT \$ \_\_\_\_\_

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## POTTAWATTAMIE COUNTY, IOWA ZONING PERMIT APPLICATION HOME OCCUPATION AND HOME PROFESSIONAL OFFICES

<b>1. PROPERTY OWNER</b>		<b>Telephone</b>	
<b>Address</b>			
<b>2. JOB SITE ADDRESS</b>	<input type="radio"/> Same as above #1		
<b>3. CIVIL TOWNSHIP</b>			
<b>4. LEGAL DESCRIPTION:</b>	<input type="radio"/> Per Attachment		
<b>5. FLOODPLAIN DATA</b>	Rate Map # 19155C0-_____	Flood Zone <input type="checkbox"/> .2% <input type="checkbox"/> AH* <input type="checkbox"/> A* <input type="checkbox"/> AO* <input type="checkbox"/> AE* <input type="checkbox"/> X	Floodplain? <input type="radio"/> Yes* <input type="radio"/> No Floodway? <input type="radio"/> Yes* <input type="radio"/> No
<b>*Floodplain Development required.</b>			
<b>6. ZONING DISTRICT</b>	<input type="radio"/> A-1 <input type="radio"/> A-2 <input type="radio"/> A-3 <input type="radio"/> A-4 <input type="radio"/> R-1 <input type="radio"/> R-2 <input type="radio"/> R-3 <input type="radio"/> R-5 <input type="radio"/> R-6 <input type="radio"/> C-1 <input type="radio"/> C-2 <input type="radio"/> C-3 <input type="radio"/> I-1 <input type="radio"/> I-2 <input type="radio"/> I-3		
<b>7. PROPOSED USE:</b>			
<b>8. TRADE NAME:</b>			
<b>9. LOCATION OF USE:</b>	<input type="radio"/> Single-Family Dwelling <input type="radio"/> Detached Accessory Building		
<b>10. TOTAL SQUARE FOOTAGE OF DWELLING UNIT OR ACCESSORY BUILDING:</b>			
<b>11. TOTAL SQUARE FOOTAGE TO USE (Maximum 600 sq. ft.):</b>			
<b>12. TOTAL # OF EMPLOYEES:</b>			
<b>13. ESTIMATED DAILY TRAFFIC FLOW TO USE:</b>			
<b>14. TOTAL # OF CUSTOMER VISITS PER DAY:</b>			
<b>15. # OF OFF-STREET PARKING SPACES TO BE PROVIDED:</b>			

### ATTACHMENTS

ATTACHED TO THIS APPLICATION IS THE FOLLOWING DOCUMENTATION AND/OR ATTACHMENTS:

- A. Diagram of the dwelling unit showing the area devoted to the home occupation/home professional office
- B. Filing Fee - Checks are to be made payable to "Pottawattamie County Treasurer".
- C. Statement of understanding of home occupation/home professional office

### SIGNATURE

I CERTIFY THAT AS THE **PROPERTY OWNER** OF THE ABOVE-DESCRIBED PROPERTY THAT THE INFORMATION CONTAINED IN THIS APPLICATION AND THE ACCOMPANYING DOCUMENTATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT ALL WORK WILL BE COMPLETED IN ACCORDANCE WITH THE POTTAWATTAMIE COUNTY, IOWA, CODE.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

## **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

RETURN COMPLETED FORM TO:  
POTTAWATTAMIE COUNTY  
PLANNING AND DEVELOPMENT  
223 SOUTH 6TH STREET, STE 4  
COUNCIL BLUFFS, IA 51501-4245

IF YOU HAVE ANY QUESTIONS ON COMPLETING THIS FORM, PLEASE FEEL FREE TO CALL (712) 328-5792.

8.004.160 **HOME OCCUPATIONS AND HOME PROFESSIONAL OFFICES:** The establishment and continuance of a home occupation or home professional office shall be subject to the following requirements:

- .01 Customary home occupations shall be deemed to include the following: millinery, dressmaking; tailoring; laundering; preserving and home cooking; handicraft; barber and beauty shops; and studios, such as painting, sculpture, instrumental or vocal music, dance and literature, including teaching and practice.
- .02 Occupations of a professional nature shall be deemed to include the following: accountancy, architecture, art, dentistry, engineering, industrial design, insurance brokerage, law, medicine, music, optometry, planning, real estate brokerage, science, teaching, theology, writing or other related professions.
- .03 No persons other than people residing on the premises, shall be engaged in such occupation or office; and no colleagues or associates shall use such office.
- .04 The use shall be operated entirely within the resident's dwelling unit or permitted accessory structure on the property. On site sales, service and training is allowed by appointment only and shall be limited to twelve (12) customer visits to the premises daily. Since the applicant is limited to two (2) on-site parking spaces, only two (2) concurrent appointments may be allowed at any one time.
- .05 The use shall be limited to no more than six hundred (600) square feet of area of either the dwelling or an accessory structure. However, if the home occupation or home professional office is located in the dwelling it shall consume no more than twenty-five (25) percent of the floor area of the living unit. Living area may include a finished basement.
- .06 There shall be no change in the outside appearance of the building or premises, or other visible evidence of a home occupation or home professional office other than one (1) sign, as provided in Chapter 8.090.
- .07 A home occupation or home professional office shall be situated entirely within the principal dwelling or an accessory structure.
- .08 No traffic shall be generated by such home occupation or home professional office in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such occupation or office shall be met off the street and other than in a required front yard. There shall be no more than two (2) on-site parking spaces provided for patrons.
- .09 No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family dwelling, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuation in line voltage off the premises.
- .10 No mechanical or electrical equipment shall be used other than that which is normally used for purely domestic or household purposes.
- .11 No outdoor storage of materials or equipment used in the occupation shall be permitted.
- .12 Occupations shall not include the use or storage of tractor-trailers, semi-trucks or heavy equipment such as construction equipment.
13. There shall be no advertising for the business that includes the address of the occupation. Post Office boxes, telephone numbers and city name may be identified.
14. More than one occupation 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 this Chapter for a single occupation.
15. The home occupation-zoning permit will automatically be discontinued if the property is sold, leased, rented or transferred to another party or entity.

8.090.030 **SIGNS IN AGRICULTURAL AND RESIDENTIAL DISTRICTS:** The following signs shall be permitted in the Class "A" and "R" Districts:

- .02 One (1) non-illuminated sign not to exceed two (2) square feet in area shall be permitted to identify a home occupation or home professional office. Such sign shall not extend higher than six (6) feet above grade level, nor closer than fifteen (15) feet to any property line unless mounted flat against the wall of the building or on a free-standing mail box.

I HAVE READ THE ABOVE-LIST REGULATIONS, UNDERSTAND THEM AND WILL OPERATE MY HOME OCCUPATION/HOME PROFESSIONAL OFFICE IN ACCORDANCE WITH THEM.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_