Nelson County Department of Planning & Zoning

80 Front Street, Lovingston, VA 22949 | P.O. Box 558 (mail) | 434-263-7090 (office) | 434-263-7086 (fax)

HOME OCCUPATION APPLICATION

Date: _____

Owner: _____

Applicant: _____

Applicant Address: _____

_____ Phone: _____

Tax Map Parcel: _____ Acres: _____

Zoning District(s): _____

Description of Proposed Home Occupation: *(please see page 2 for instructions)*

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_____

[County use only]

CONDITIONS: _____

APPROVAL: _____

Director of Planning & Zoning *Date*

Home Occupation Application:
Instructions for "Description of Proposed Home Occupation"

Please provide a summary on the "Home Occupation Application" cover page, describing the following important details (A through E, as applicable) regarding your proposed Home Occupation. Please continue your description on this page if you need additional space.

A. Number of employees (excluding family members who reside on the property)

B. Description of products that you're proposing to process/produce

C. Descriptions of services that you're proposing to provide, and/or goods that you're proposing to offer for sale

D. General description of production process(es), including any site improvements or new equipment installation related to the proposed home occupation
   - *Note: This is important to determine if a Minor Site Plan will be necessary, or not, based on the amount and type of development activities that might be associated with your proposed home occupation (such as new lighting fixtures, new parking area(s), new road(s), other types of "outside display," etc.).*

E. Method(s) of product sales/distribution and/or services provided
   - *Will there be vehicular traffic generated as a result of your proposed home occupation? If so, what kind and how much traffic?*
     - *Will the resulting traffic be customers coming onto your premises to purchase your products (retail traffic)?*
     - *And/or will the resulting traffic be van or truck traffic for pickup, deliveries, and/or distribution of your products (commercial traffic)?*

F. Location, type, and size of business signs (if applicable)
   - *Note: Business signs of up to 12 square feet are allowed for home occupations per Section 4-1-16 of the Zoning Ordinance; but if you intend to erect a new sign you will also need to obtain an approved "New Sign Permit" and also a Building Permit. Planning & Zoning staff can provide guidance for that application process, upon request.*