



# Application for Home Occupation Conditional Use Permit

For City Staff Use Only	
File No.	_____
Date Filed	_____
Appl. Review	_____
PC Action	_____
Date	_____

Location of Property \_\_\_\_\_  
House Number/Street

\_\_\_\_\_

Lot

Block

Subdivision

Parcel No.

Applicant \_\_\_\_\_

Street/City/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email or Fax # \_\_\_\_\_

Property Owner \_\_\_\_\_

Street/City/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email or Fax # \_\_\_\_\_

Type of Business \_\_\_\_\_

Provide a detailed description of the proposed home occupation, such as: a) activities involved; b) materials and equipment used; c) methods of operation; d) resulting products or services; e) hours/days of operation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In addition, please respond to the following comments (use back of sheet if additional space is needed):

How many persons will be involved or employed at any one time in the conduct of the proposed home occupation? \_\_\_\_\_

For Treasury Use #2421

Describe any alteration to the home, accessory building, or premises that might be required to facilitate your home occupation. \_\_\_\_\_

Describe what rooms will be used in the conduct of the home occupation and how these rooms will be used. (For example, garage will be used to store supplies, or den will contain desk and file cabinet, etc.)

How much floor area will be devoted to or used by the home occupation? \_\_\_\_\_

What % of the floor area of the dwelling or accessory building will this be? \_\_\_\_\_

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

Describe how, when and in what amounts the material, supplies, equipment, and products related to your proposed home occupation will be displayed or stored. \_\_\_\_\_

Will people come to your home to obtain any product or utilize any service connected with the proposed home occupation activity? Yes \_\_\_\_\_ No \_\_\_\_ If yes, please explain in detail, including amount of vehicular traffic expected per day/week/month. \_\_\_\_\_

Are any signs necessary or proposed relative to the home occupation? Yes \_\_\_\_ No \_\_\_\_ If yes, please describe type, size, location, and copy. \_\_\_\_\_

If trucks or other equipment will be used in your home occupation, where will they be parked or stored, how many, and what size? \_\_\_\_\_

Will the home occupation involve the use of commercial vehicles for delivery of materials to or from the premises? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain. \_\_\_\_\_

Why do you feel this use should be permitted as a home occupation in a residentially zoned area rather than located in an area for commercial or industrial activity? \_\_\_\_\_

	Yes	No
(Advisory only) Is your proposed home occupation in conformance with the conditions, covenants and restrictions on your property?		
Will you reside in the home in which this home occupation will be conducted?		
Except for articles produced on the premises, will any stock in trade be displayed or sold on the premises?		
Will the home occupation be conducted entirely within the enclosed living area of the dwelling unit or the enclosed portion of an accessory building?		
Will any person other than members of the immediate family occupying such dwelling be employed in the home occupation?		
Will the establishment, conduct, and total floor area devoted to the home occupation change the principal, residential character of the use and appearance of the dwelling unit and accessory building involved?		
I am aware that a home occupation may have only one (1) sign, non-illuminated, not exceeding one square foot in area, containing only the name of the owner(s) and home occupation, mounted flat against the wall of the dwelling or accessory building or visible through a window.		
Will there be any outside storage or exterior evidence of the conduct of a home occupation except as otherwise permitted by the Plan Commission upon such conditions as the Commission deems necessary?		
Will the conduct of the home occupation, including but not limited to the storage of goods and equipment, reduce or render unusable areas provided for the required off-street parking?		
Is the building to be used for the home occupation in full compliance with all applicable codes?		
Will the home occupation involve group meetings or a private school whose attendance exceeds five persons at any given time? If so, please explain.		

I hereby certify that the above statements and information are true to the best of my knowledge. I also hereby permit the City to enter upon the property for the placement and removal of a Hearing Notice sign on the property and shall maintain the sign where posted on the property during the pendency of this application.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Note: Application filing fee is \$280 payable by check made out to the City of Eau Claire**

**City of Eau Claire**  
**Section 18.35.050 L.**  
**Home Occupations**

Standards. No application for a conditional use permit occupation shall be granted by the Plan Commission unless such commission finds all of the following conditions are present:

1. That except for articles produced on the premises, no stock in trade will be displayed or sold on the premises.
2. That the home occupation will be conducted entirely within the enclosed living area of the dwelling unit or the enclosed portion of an accessory building.
3. That no person other than members of the immediate family occupying such dwelling shall be employed in the home occupation.
4. That the establishment, conduct and total floor area devoted to the home occupation will not change the principal, residential character of the use and appearance of the dwelling unit and accessory building involved.
5. That there will be only 1 sign, non-illuminated, not exceeding one square foot in area, containing only the name of the owner(s) and home occupation, mounted flat against the wall of the dwelling or accessory building or visible through a window.
6. That there will be no outside storage or exterior evidence of the conduct of a home occupation except as otherwise permitted by the commission upon such conditions as the commission deems necessary.
7. That the home occupation will not cause a public nuisance.
8. That the conduct of the home occupation, including but not limited to the storage of goods and equipment, shall not reduce or render unusable areas provided for the required off-street parking.
9. That no more than one vehicle will be used in the home occupation, said vehicle being no larger than a three-quarter ton pickup or panel truck, and that said vehicle will be parked off-street.
10. That any parking demand generated by the home occupation will not cause undue interference with the movement of traffic or parking normally expected in the neighborhood.
11. That no electrical, mechanical or other equipment or processes will be used in the home occupation which creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage outside the dwelling unit or accessory buildings, or which creates an unreasonable level of noise, dust, heat, vibration, odor or smoke, or which would create a fire hazard.
12. That the building used for the home occupation will be in full compliance with all applicable codes.
13. That the home occupation does not involve group meetings or a private school whose attendance exceeds five persons at any given time, except as otherwise permitted by the commission upon such conditions as the commission deems necessary.
14. That the proposed home occupation is not among the following prohibited uses:
  - a) antique shops;
  - b) dry cleaning establishments;
  - c) furniture refinishing using a manufacturing or chemical dripping process;
  - d) gift shops;
  - e) ice cream shops;
  - f) repair or painting of motor vehicles, including body work;
  - g) restaurants;
  - h) service and repair shops, except for the service and repair of small electrical appliances, typewriters, cameras, lawn mowers and similar small equipment;
  - i) veterinary clinic.

## Public Hearing Procedures

### City of Eau Claire City Plan Commission

The following procedures for public hearings have been adopted by the Plan Commission and are provided as information for the benefit of the general public. Applicants are especially urged to note Item #4 below, as failure to comply may be considered adequate grounds for denial or a recommendation for denial of the request.

#### Procedures:

1. The Plan Commission chairperson will briefly explain what is being required.
2. City staff will briefly present the name of the applicant, where the site of the request is located, and surrounding land use and zoning.
3. The Plan Commission chairperson will ask the staff's analysis and recommendation.
4. The applicant or his/her representative will describe the request and present his/her case and answer any questions the Plan Commission may have regarding the request. Applicants should include at least the following information in their presentation to the Plan Commission:
  - a) important details about the request
  - b) why the request is being made
  - c) why the request should be approved
5. The Plan Commission chairperson will call for comments from the audience.
6. The Plan Commission will hold discussion and then vote on the matter.

For further information, contact:

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