



Type 1 Home Occupation Compliance Questionnaire

Name of Applicant(s)			
Home Business Address:	City:	State:	Zip:
Telephone No:	Fax No:	Email:	
Business Name:			
What type of home-based business would you consider your use to be? Check below the use that best describes your home occupation. If yours is not listed, please specify below where provided.			
<input type="checkbox"/> Accountant <input type="checkbox"/> Architect <input type="checkbox"/> Artist <input type="checkbox"/> Author <input type="checkbox"/> Catering <input type="checkbox"/> Contractor <input type="checkbox"/> Consulting Services (including such uses as Designer, Draftsman, Graphic Artist, Information Technology Consultant, Management or Financial Consultant, Real Estate Agent, or like profession) <input type="checkbox"/> Data Entry <input type="checkbox"/> Engineer	<input type="checkbox"/> Insurance Agent <input type="checkbox"/> Lawyer <input type="checkbox"/> Manufacturer's Representative <input type="checkbox"/> Office for Mobile Service Provider <input type="checkbox"/> Planner <input type="checkbox"/> Sculptor <input type="checkbox"/> Songwriter <input type="checkbox"/> Traveling Salesperson <input type="checkbox"/> Teacher (in such areas as tutoring in art, dance, and music or other like disciplines)	<input type="checkbox"/> Counseling Services <input type="checkbox"/> Office for Direct Sales (customer contact is via phone/internet or off-site consultation) <input type="checkbox"/> Small-scale Child Care <input type="checkbox"/> Barbershop <input type="checkbox"/> Beauty shop <input type="checkbox"/> Gift shop <input type="checkbox"/> Gun sales <input type="checkbox"/> Florist shop	
If your use is not listed above, please describe your home occupation:			

Your Relationship to the Residential Address Where the Home Occupation Will Occur?			
Yes	No	Do you actually live at the home?	
Yes	No	Do you rent the home from someone? If yes, then: What's the name of Title Holder (if you are not the owner):	
Interior Use of the Residential Structure			
Yes	No	Is more than 25% of the total floor area of the home (principal structure) used for the home occupation?	
Yes	No	At this location do you provide storage for another agricultural or nonresidential business occurring elsewhere at another address?	
Yes	No	Do/will you store material, equipment, or other articles associated with the home occupation outside the primary structure? If yes, then:	
		Are they visible from a public street?	Yes No
Traffic Generation			
Customers (coming to the home for business)			
Yes	No	Does your business have customers coming to your home? If yes, then how many people per: Day _____ Week _____	
Yes	No	Does your business provide personal services with more than one (1) customer or client at a time?	
Yes	No	Do you schedule appointments?	
Yes	No	Does your business include retail sales?	
Yes	No	Do you provide instruction or counseling services?	
		If so, do you provide services to more than two pupils or clients at a time?	Yes No
		If so, do you provide family counseling sessions?	Yes No
Deliveries			
Yes	No	Does your business require deliveries? If yes, then how many per week? _____	

Traffic Generation (continued)**Employees**

Yes No Will/do you employ a person who does not reside on the premises? If yes, then how many?

1 employee

2 or more outside employees

If you have employees, do they come to the premises to do work on-site or carpool? Yes No

Daily Business Round Trips

Yes No Does your home business require that you perform a "round trip" during the day? If yes, then how many?

1 or 2

3 to 6

7 or more

Vehicles and Trailers Needed for your Home Occupation**Parking or storage of business vehicle(s)**

Yes No Does your home business use vehicles (other than your personal vehicle)? If yes, then I/we use _____ total vehicles and they are parked (check all that apply):

in the Driveway

on the street

on-site in a garage

parked in off-site Storage

Parking of vehicle with Exterior Ladders and Pipe Racks

Yes No Does your home business use vehicles with exterior ladders/pipe racks? If yes, where are the parked:

_____ in a garage (on the property)

_____ in storage (off the property)

stored outside on-site, but fully screened from public right-of-way

Trailers

Yes No Does your home business use trailers? If yes, then:

_____ in a garage (on the property)

_____ in storage (off the property)

_____ stored outside on-site, but fully screened from public right-of-way

Advertising and other Visible Evidence of the Home Occupation**General Evidence of Business Activity**

Yes No Because of the home occupation, have/will you change the external appearance of the existing dwelling or other structures on the premises?

Yes No Will an accessory structure or the exterior yard be used for the home occupation in any way (garage, storage building, pool, carport, patio, etc)?

Yes No Does your home occupation create noise, vibration, odor, glare, fumes, electrical, or communications interference that can be detected by the normal senses off the premises, including visual or audible interference with radio or television reception?

Signage

Yes No Do you use signs or other means of advertising on the property?

If yes, does your advertising (paper, flyers, website) for your home occupation business call attention to the home's address? (Check all that may apply)

Using PO Box for mailings

Using Home Address

Using phone number

Using pictures of home/neighborhood

Yes No Do you use signs or other means of advertising on your vehicles?

Solid Waste (e.g. garbage) Quantity

Yes No Not including the single residential garbage can issued to your home, do you use/need extra solid waste containers? If yes, how many?

1 at 32 gallon

2 at 32 gallon

3 at 32 gallon

Repairing and Manufacturing

Yes No Do you do repair/manufacture with your home-based business? If yes, how would you characterize it?

Minor repair/manufacturing

Limited repair. Machinery may be operated in short bursts no longer than 10 minutes per hour.

Type 1 Home Occupation Statement of Understanding and Compliance

Per the Town of Collierville Zoning Ordinance, I/we understand that some areas of Town zoned for residential dwellings also permit "home occupations" as accessory uses on the residential property, but only as long as the home occupation meets certain zoning criteria. I have read and understand what Title XV, Section 151.025(D)(8) of the Town of Collierville Code of Ordinances says about "home occupations," paraphrased below, and agree to conduct my home occupation as follows:

Use of Dwelling Unit and Accessory Structure(s)

1. The property will still be used mainly for a residence. The portion of my home used in the conduct of the home occupation shall not be more than 25% of the floor area of the dwelling unit.
2. My home occupation will not be conducted in any accessory structure.

Traffic Generation

3. No customers or clients will actually come to the residence.
4. Deliveries associated with the home business will be limited to a maximum of one (1) per week.
5. The employees for the home business will be limited to residents of the home. No outside employees will visit the home for business related purposes.
6. I will keep my business trips limited to a maximum of 2 per day.

Solid Waste Generation

7. The maximum amount of solid waste that my home business will generate will be one (1) 32-gallon residential waste container per week.
8. Hazardous waste will not be disposed of at my home.
9. My home occupation shall not adversely affect public safety through the storage or generation of explosive, flammable or hazardous materials in quantities which could constitute a neighborhood danger based on the determination of the Town Fire Marshal.

Special Limitations on Home Occupation Uses

10. I agree not to repair or manufacture anything as part of my home occupation.
11. There shall be no sales of merchandise (on-site) in connection with my home occupation.

Detectable Evidence of the Conduct of such Home Occupation

12. I will not have any exterior storage as part of my home occupation.
13. There shall be no change in the outside appearance of my dwelling or premises to be able to conduct my home occupation.
14. No equipment or process will be used in such home occupation which creates noise, vibration, glare, fumes, odors or electrical interference detectable to the normal senses off the lot.
15. My home occupation will not use equipment which creates off-premises line voltage fluctuations or visual or audible interference with off-premises radio or television receivers.

I/WE CERTIFY AND SWEAR THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND THAT I/WE HAVE READ THE REGULATIONS ESTABLISHED FOR TYPE 1 HOME OCCUPATIONS AS SET FORTH IN TITLE XV, SECTION 151.025(D)(8) OF THE TOWN OF COLLIERVILLE CODE OF ORDINANCES AND FULLY UNDERSTAND THEM AND AGREE TO COMPLY WITH THEM FOR THE PROPERTY LOCATED AT:

 (print address here)

BY SIGNING BELOW I/WE UNDERSTAND AND AGREE TO THESE TERMS AND UNDERSTAND THAT VIOLATION COULD RESULT IN A FAILURE TO RENEW MY COLLIERVILLE BUSINESS TAX LICENSE AND A CITATION TO APPEAR IN THE TOWN OF COLLIERVILLE MUNICIPAL COURT TO CEASE THE HOME OCCUPATION, PLUS OTHER PENALTIES AVAILABLE PER STATE LAW.

Signature of Applicant

Signature of Applicant

 (print or type name)

 (print or type name)

Date

Date

For Development Department Use Only:

- Conducting such a home-based business in a residential neighborhood as described in the Compliance Questionnaire would be in violation of the zoning ordinance and would result in enforcement action by the Codes Division should the home-based business operate as described. This may not mean that the business cannot be operated in Collierville, and the potential operator of the business has several options other than not commencing with the business at the residential address as described. They could:
 - modify their business model to meet the zoning ordinance for a Type 1 Home Occupation;
 - find a commercially-zoned property from which to conduct the business; or
 - apply to the BMA for a Conditional Use Permit to conduct a "Type 2 Home Occupation" (3-acre lot size minimum, review fees, 60 day public process, etc. applicable).
- If conducted as described in the Compliance Questionnaire, the home-based business will meet the requirements of the zoning ordinance.
 - With no additional conditions/modifications needed to the business model
 - With the following conditions/modifications to insure full compliance with the zoning ordinance:

Reviewed By:

Date:

Peer Review By:

Date: