



CITY OF KINGSLAND
AFFIDAVIT FOR A HOME OFFICE

APPLICANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE:() _____ FAX:() _____ E-MAIL: _____

NAME OF PROPOSED BUSINESS: _____

BRIEF DESCRIPTION OF YOUR BUSINESS _____

(Use back side if additional space is needed)

A Home Office Business is a conditional use that can be approved by the Planning Director and City Manager subject to it meeting the specific conditions listed below. The Planning Director or City Manager may also add any reasonable conditions they deem necessary to insure the orderly operation of the proposed business and its compatibility with the surrounding properties. A denial of a Home Office permit can be appealed through the Planning Commission and City Council via a letter to the Planning Dept. which will be heard at the next available meeting.

Home Office: An office use conducted entirely within a dwelling which is carried on by the occupant thereof and which is clearly incidental and secondary to the use of the dwelling for residential dwelling purposes. There will be no changes which would alter the character of the dwelling or reveal from the exterior that the dwelling is being used in part for other than residential purposes. The office will be restricted to no more than one room of the dwelling and cannot exceed more than three hundred (300) square feet in area. Such office use shall be limited to routine office clerical or bookkeeping procedures which can be conducted within a residence. Home offices shall not include any business which involves the sale, manufacture or repair or merchandise on the premises or the storage of inventory, raw materials, or other materials to be used in the business. Home offices shall also not include any business requiring access by the public including, but not limited to customers, clients, or vendors. No outside storage or display including signs is permitted and no other than family members who reside in the premises may be employed in the office. "Home Offices" also include, but are not limited to, any business in which the occupancy of the home requires the use of his/her telephone for setting appointments for "outside of home" businesses, such as house cleaning services, pet sitting services, telephone solicitations, or any other business in which the occupant of the home may engage in outside of the home and which does not require equipment to be stored at the residence (i.e; ladders, paint, wood, etc.)

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE CONDITIONS AND AGREE TO COMPLY WITH EACH REQUIREMENT AS LONG AS THE BUSINESS IS CONDUCTED AT THIS LOCATION.

SIGNATURE OF APPLICANT

DATE