



**Village of Richfield
Planning and Zoning**

4128 Hubertus Road
Hubertus, WI 53033
(p)262.628.2260 ♦ (f)262.628.2984

HOME OCCUPATION APPLICATION CHECKLIST

- Pre-application meeting with Village Staff**
 - Date of meeting: _____
- Application Received**
 - Date received: _____
- Determination of completeness**
 - Date reviewed for completeness: _____
- Site Visit:** _____
- Minor Home Occupation Determined (Y/N):** _____
 - Permit fee paid (Y/N): _____
 - Conditions of Approval needed (Y/N): _____
 - Signed 'Minor Home Occupation' permit: _____
- Major Home Occupation Determined (Y/N):** _____
 - Follow Conditional Use steps
- Public Hearing notice sent to West Bend Daily News**
 - Confirmation of publication e-mail received on: _____
- Public Hearing notice published in newspaper, first insertion**
 - Date of first insertion: _____
- Public Hearing notice published in newspaper, second insertion**
 - Date of second insertion (with 7 days between last publication and public hearing):

- Draft conditions of approval sent to applicant**
- Notice sent to applicant for Plan Commission meeting**
 - Date of notice sent to applicant: _____
- Notice sent to property owners within 300' of subject property**
 - Date of notice sent to surrounding property owners: _____
- Staff report sent to Plan Commission members**
 - Date is Friday before Plan Commission meeting: _____
- Staff report sent to applicant**
- Meeting agenda posted at U.S. Post Offices**
- Plan Commission public hearing/recommendation**
- Village Board decision**
- Written decision sent to applicant and/or minutes of meeting**
- Application information stored in Lazerfish**
 - Date scanned in meeting: _____

HOME OCCUPATION APPLICATION

Major
\$400.00
Minor
\$75.00

Home Occupation Permits, both major and minor, are governed by Chapter 70 Secs. 301-306 of the Village Code. This form is used by the Planning and Zoning Administrator to determine which type of Home Occupation you are applying for. Based on the facts you provide, the Planning and Zoning Administrator will determine if your business classifies as a Major or Minor Home Occupation.

DEFINITION

Minor Home Occupation, 70.301 (A)

Occupations that, by their nature, appearance and inherent operational activities and characteristics, are potentially less intensive and less likely to have a noticeable and negative impact on the residential or agricultural character of the subject and surrounding properties

Major Home Occupation, 70.301 (B)

Occupations that, by their nature, appearance and inherent operational activities and characteristics, are potentially more intensive in character and activity and are, therefore, more likely to have noticeable and negative impact on the residential or agricultural character of the subject and surrounding properties.

BASIS OF DECISION

Minor Home Occupation

Once this application is received and it is determined this is a Minor Home Occupation, the Planning and Zoning Administrator shall approve, approve with conditions, or deny by the application within 30 days provided the processing fee of \$75 has been paid.

Major Home Occupation

Once this application is received and it is determined it is a Major Home Occupation, the Planning and Zoning Administrator will request a Conditional Use Permit be filled out. The fee for a Conditional Use Permit is a non-refundable \$400. A public hearing will be held at the next available Plan Commission meeting (based on public hearing deadlines). The Plan Commission will make a recommendation to the Village Board, and the Village Board will make the final decision. The Conditional Use Permit may be approved, approved with conditions or denied the same as a Minor Home Occupation.

Property Owner Information

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____ Email: _____

Property Information

Tax Parcel Number: _____ Size of Parcel (acres): _____ Zoning: _____

Describe your home occupation. Include information regarding the number of employees, days & hours of operation, services and goods provided, the type of materials & equipment used, the type & size of signage required, traffic impact, and other applicable information. (Attach Additional sheets, if necessary): _____

Home Occupation Information

Do you, the owner/operator of the home occupation, reside in/on the same property from where your home occupation is based and/or being conducted? Yes No (explain): _____

Other than you, the owner/operator, are there any other employees, full or part-time, involved in your home occupation who do NOT reside with you in/on the same home/property from where your home occupation is based and/or being conducted?

No Yes (how many): _____

Are there any activities associated with your home occupation that are conducted outside of your home? For example, activities which take place in your yard or in a separate building or other accessory structure on your property?

No Yes (explain): _____

Are any materials, supplies, or equipment used in for your home occupation kept outside of your home or in a separate building or other Accessory structure on your property?

No Yes (explain): _____

Are there any activities associated with your home occupation that are conducted at or from one or more different properties?

No Yes (explain): _____

Does this home occupation involve the sale, resale, exchange, production, or handling of firearms, explosives, or other weapons or hazardous materials? No Yes (explain): _____

Does this home occupation involve the sale, resale, or repair of automobiles, trucks, boats, or other motorized vehicles?

No Yes (explain): _____

Does this home occupation involve the sale of any items from your home, separate building, or other accessory structure on your property?

- Yes, items offered for sale on year-round basis
- Yes, sales are a primary purpose/component
- Yes, items offered for sale on occasional or seasonal basis only
- Yes, all sales conducted via mail order/delivery, telephone, internet
- Yes, sales are not a primary purpose/component
- Yes, sales are not part of this occupation or all sales are conducted at or from a different location or property

Type and Volume of items offered for sale: _____

Property Owner Affidavit

I attest that all the information provided in and attached to this application are honest and true to the best of my knowledge; and

I acknowledge and accept responsibility for the payment of any and all fees charged and costs incurred by the Village to process and review this application, and regardless of whether or not this application is approved, the Village has the right to retain said fees for processing and reviewing this application; and

I have received, read, and understand the Village's Home Occupation Ordinance, Chapter 70 Section 301-306 as it applies to the home occupation for which I am seeking a permit and agree to fulfill my obligations and responsibilities and comply with the provisions, requirements, limitations, and regulations required under the Home Occupation Ordinance in the course of applying for this permit and when conducting my home occupation.

Property Owner Signature

Date

If submitting an electronic payment, please check this box
For online payments, please [click here](#) and select "fees".