

West Windsor Township

Department of Community Development – Division of Land Use

HOME OCCUPATION APPLICATION CHECKLIST

- Application Form
- \$50.00 Application Fee
- Property Survey
- Floor Plan of house, showing area proposed to be used as Home Occupation (must indicate dimensions of house; square footage of house; square footage of area utilized for home occupation)
- Signature on second page of Application indicating compliance

West Windsor Township

Department of Community Development
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WEST WINDSOR TOWNSHIP HOME OCCUPATION APPLICATION

APPLICANT _____ PHONE: _____

ADDRESS _____

OWNER OF PROPERTY _____ PHONE: _____

PROPERTY LOCATION _____

PROPERTY ZONED _____ BLOCK _____ LOT _____

SQUARE FOOTAGE OF LOT: _____

SQUARE FOOTAGE OF DWELLING: _____

SQUARE FOOTAGE OF HOME OCCUPATION AREA: _____

DESCRIBE HOME OCCUPATION USE REQUESTED: _____

FOR OFFICE USE

_____ Approval granted as a condition precedent to the commencement of a use or the erection, construction, reconstruction, alteration, conversion or installation of a structure or building.

_____ Approval granted since such use, structure or building complies with the provisions of the municipal zoning ordinance or variance there from duly authorized by a municipal agency pursuant to NJSA 40:55D-60 and 40:55D-70.

_____ Approval denied _____

APPLICATION NUMBER: HQ - _____

Manager, Division of Land Use/Zoning Officer _____

FEE: \$50.00

Applicant must sign the following excerpt, agreeing to comply with all stipulations for Home Occupation:

§ 200-232. Home occupations. [Amended 8-22-1988 by Ord. No. 88-15]

Home occupations shall be permitted in all resident districts, provided that:

- A. No person other than members of the family residing on the premises plus one outside employee shall be engaged in such occupation. The person whose occupation is being operated from the home shall reside on the premises.
- B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the principal dwelling on the lot, except those used for farm purposes, shall be used in the conduct of the home occupation.
- C. Such occupation shall be pursued only in single-family dwelling units, shall give no external evidence of nonresidential use other than a small nameplate sign not to exceed one square foot in size and shall not display products visible from the street.
- D. The lot upon which the premises is located is $\frac{3}{4}$ acre or larger, and no traffic or parking shall be generated in excess of three passenger automobiles at any one time, in addition to those used by the owner or tenant, all of which must be parked off-street, in properly designed spaces, except that a home occupation may be located in a single-family dwelling unit on a lot smaller than $\frac{3}{4}$ acre if no employees are hired therefor, the occupation does not generate more than one passenger automobile at any one time, in addition to those used by the owner or tenant, and only one off-street parking space is provided for use of customers of the home occupation.
- E. No mechanical or electrical equipment is used that will be detectable to the normal senses or that will create electrical or audio interference.
- F. The retail sale of goods shall not be construed to be a home occupation under the terms of this Part 4.
- G. There shall be no more than one home occupation in any one dwelling unit.
- H. Applicants for home occupation permits proposing to hire an employee or provide more than one off-street parking space for customers shall by certified mail, return receipt requested, provide notice to all property owners within 200 feet of the lot upon which the home occupation is proposed to be located specifying that the applicant has applied for a home occupation permit, setting forth the substance of the application and stating that the Zoning Officer will decide the application 30 days from the date of the notice unless the Zoning Officer receives written objections thereto., If the Zoning Officer receives written objections, he or she shall grant or deny the application, with or without conditions, or refer the application to the Planning Board for site plan review.
- I. No change shall be permitted to the exterior of the home to accommodate the home occupation.[Added 12-16-1991 by Ord. No. 91-34]
- J. Adequate indoor and outdoor play areas shall be provided for any family day-care home. The determination of whether adequate play areas are provided shall be based upon guidelines established in the Manual of Requirements for Child Care Centers by the New Jersey Division of Youth and Family Services. [Added 12-16-1991 by Ord. No. 91-34]

Signature of Applicant

