



TOWN OF BEL AIR
HOME OCCUPATION PERMIT APPLICATION

Permit No. H-26-____

The following uses may be permitted as Home Occupations: artists, authors and writers, dressmakers, seamstresses/tailors, model makers, weavers, woodworkers, music and dance teachers, repairs of bicycles, cameras, clocks, jewelry, and small appliances. Performance Standards for the associated use are addressed in Section 165-85 of the Bel Air Development Regulations at www.belairmd.org. **\$25.00 Fee Due at Time of Application and is non-refundable.**

ADDRESS OF PROPERTY: _____

APPLICANT: _____

Address: _____

Phone: _____ Cell Phone: _____ E-Mail: _____

BRIEF DESCRIPTION OF THE REQUEST: _____

Total Square Footage of the residence to be used for the Home Occupation: _____

DESCRIBE THE NATURE OF THE BUSINESS:

How many employees/tenants: _____ Are employees residents? [] yes [] no

Maximum number of persons expected on the premises at any one time: _____

Expected traffic generation: _____

How much off-street parking is provided: _____

Is any change anticipated to the residential exterior: _____

Where will equipment, materials or other items related to the business be stored: _____

Was a request previously granted regarding this property: No [] Yes [] If Yes, Date: _____

Attach supporting documentation (site plan, owner authorization, adjacent property owners, etc.)

I declare the above information is correct to the best of my knowledge and will conform to the Town of Bel Air regulations and standards associated with the proposed use.

Print Applicant Name

Signature of Applicant

Date

For Use of the Town Planning Department

Date Request Received: _____ Fee Pd: _____

Date of Decision: _____

Approved: _____ Disapproved: _____

Approved w/Conditions: _____

Zoning Administrator or Representative

*Department of Planning
705 E. Churchville Road
Bel Air, MD 21014
410-879-9500/Fax 410-838-0775
planning@belairmd.org*

Town of Bel Air Home Occupation Permit

Processing Guidelines

Submittal of Home Occupation application to Planning Department:

Form on Town website under Planning/Permits/Home Occupation Permit

Home Occupation Application submitted to Planning Department

14 days prior to use

Include \$25 fee and the following information:

- Property owner authorization letter (if applicable)
- Site Plan showing:
 - Floor plan of residence showing Home Occupation Use
- Authorization for any off-site parking
- Temporary Banner/Sign (Sign Permit application is submitted separately)
- Performance Standards (if applicable) addressed in writing

Application will be reviewed by the Planning Dept.

7 days after submission

Upon approval, a Home Occupation Certificate will be issued by the Planning Department

*Department of Planning 410-638-4540
705 E. Churchville Road, Bel Air, MD 21014*

Pursuant to the 2010 Development Regulations, Ordinance No. 730-10, Section 10, Subsection 165-85, Home Occupation/Professional Office Certification, the Planning Department may issue a permit for home occupations and professional offices occupying not more than 300 square feet of the areas and employing only persons who are members of the household. An applicant must submit a written request for the proposed accessory use and complete the appropriate Home Occupation Permit form to allow determination as to the appropriateness of the use and compliance with performance standards as established in Section 7, Subsection 165-53.C.5(vii) of the Development Regulations.

The Home Occupation Permit may be approved by the Planning Department if all of the performance standards are satisfied and the use falls within the home occupation definition as stated in Section 14 of the Development Regulations. This includes the following uses: artists, authors and writers, dressmakers, seamstresses, tailors, model makers, weavers, woodworkers, music and dance teachers with fewer than four (4) pupils at any one time, and repairs of bicycles, cameras, clocks, jewelry and small appliances not involving industrial fabrication techniques and offices of persons practicing a trade or profession from the residence. Said offices would be allowed for clerical purposes only. Trade and professional use include, but are not limited to, phone answering service, bookkeeping, computer processing and other associated clerical uses, offices of physicians, surgeons, dentists, musicians, lawyers, architects, engineers or teachers.

All other proposed uses occupying more than 300 square feet of the residence are prohibited unless a variance to the Code requirements is approved by the Board of Appeals. The Board of Appeals may grant a special exception for one (1) employee who is not a member of the household. One (1) employee who is not a member of the household is permitted by right in the Transition Overlay District. If approved by the Board of Appeals, a permit will be issued by the Planning Department upon completion of the permit request form and payment of the Home Occupation certificate fee.

Permit holders found to be in non-compliance with the performance standards or the requirements established in the Development Regulations or conditions set by the Board of Appeals will be notified of the non-compliance. If the situation continues, the Home Occupation Permit will be rescinded. Persons violating the Ordinance by conducting a home occupation without the permit are subject to a municipal infraction with a fine of up to four hundred dollars (\$400.00) per day for each day the violation continues.