

## APPLICATION CHECKLIST HOME OCCUPATION

A Complete Conditional Use Permit application for the establishment of a home occupation must contain the following information or a statement must be included as to why the information is not applicable.

**Eight (8) copies of the following information shall be submitted to the County:**

(1-copy for the County, 5 for the Committee, 1 for the Town, 1 to be returned to the applicant)

1. The name, address and telephone number of the resident operator(s), and the name, address, and telephone number of the owner(s) of the site, if the operator is not the owner.
2. A location map of the proposed business site and the total number of acres involved.
3. An aerial photograph of the site and its surroundings. Available on the Dodge County GIS Web Map tool (<http://dodgecowi.wgxtreme.com/>).
4. A detailed site map, drawn to a scale or all dimensions given, which shall include the following:
  - Property line locations.
  - Abutting Road/Highway Centerline(s).
  - Nearby Lake, Creek and/or Stream location(s).
  - Septic tank/Holding tank/Pump chamber tank location(s).
  - Septic System Absorption area (Mound, Trench, Drain field, etc.) location.
  - Existing building(s) and structure(s) location(s). Please label the structure which will contain the home occupation.
  - Proposed and future building(s) and structure(s) location(s).
  - Off-street parking lot location(s).
  - Driveway location(s).
  - Exterior light location(s).
  - Existing or proposed sign(s) location(s).
5. A detailed floor plan for the building(s) that will be used for the home occupation, drawn to scale, or all dimensions given, which shows the floor layout. Label how each room or space will be used. (i.e. office, sales floor, storage, etc.)
  - Note: Per Section 6.3.4.D of the Dodge County Land Use Code, no more than 25 percent of the total floor area of the dwelling unit may be used to house a home occupation.
6. A detailed narrative of the proposed business operation. The narrative shall include the following information:
  - The type of home occupation being proposed.
  - The proposed hours of operation.
  - The number of full-time and part-time employees.
  - The present and future building plans.
  - A description of the type of outside lighting that will be used.
  - Existing and proposed sanitary facilities to be used for the business.
  - If applicable, off-street parking plans. The plan should include information on the size and number of parking spaces that will be made available. (Section 8.2, Dodge County Land Use Code.)
  - Existing and proposed signs.
  - If any hazardous wastes are to be stored on the site, submit a detailed description and explanation on the handling and containment procedures to be used in the business to prevent contamination of the site.
  - Any other information pertinent to the business operations.
7. It is the applicant's responsibility to obtain all Federal, State, or local permits, approvals or licenses, which are required in connection with any aspect of the proposed business.