City of Fort Atkinson
101 N. Main Street
Fort Atkinson, WI 53538

City of Fort Atkinson Procedural Checklist & Application for Home Occupation Section 15.03.28 of the Zoning Ordinance

This form is designed to be used by the Applicant as a guide to submitting a complete application for a Home Occupation permit and by the City to process the application.

Name, company: _____

Phone number: _____ Email: _____

Property address: _____

Description of Proposed Home Occupation: _____

_____

I Applicability & Regulations

Accessory Land Uses and Structures (listed in Section 15.03.28). Home Occupation: Economic activities performed within a residential dwelling unit. Examples include personal and professional services, handicrafts, and retail conducted online. Home Occupations are intended to provide a means to accommodate a small home-based family or professional business without the necessity of a rezoning from a residential to a business district. Home Occupations are limited to low intensity businesses and businesses with limited overlap of customer visits.

A. The Home Occupation shall not involve manufacturing; processing; the sales or repair of large appliances, vehicles, or motors; commodity or equipment rental; care, grooming, breeding, or keeping of animals; or construction of equipment and machinery. Restaurants, taverns, clubs, amusement or entertainment establishments, or uses that dispatch persons other than the occupant of the residence or equipment from the premises are not permitted Home Occupations. An in-home day care is not considered a Home Occupation.

B. Items may be sold or offered for sale on the premises if the sale occurs within the enclosed area of the dwelling unit or garage, is related to the business of the home occupation, and in-person sales are only made to by-appointment clients. Online sales are permitted.

C. Minimum required parking: One space is required if there is a non-resident employee. Employee parking in the driveway is permitted.

D. Permit Required. 1. The applicant shall submit a completed application and any supporting documentation to the Zoning Administrator. 2. A permit shall not be issued until the Zoning Administrator determines that the proposed Home Occupation complies with the standards as set forth in Section 15.03.28 of the Zoning Ordinance.

E. Special Permit Provisions.

    1. Approvals/permits required by other regulatory bodies such as the Health, Police, or Fire Departments must be submitted with the application, if applicable.

    2. A permit for a Home Occupation is issued to an individual person. It is not transferable to any other resident, address, or other occupation. Upon termination of the permit holder's residency, the Home Occupation permit shall be null and void.

    3. A permit for a Home Occupation shall be revocable by the Zoning Administrator, due to failure of the owner/operator to observe all requirements of the permit and/or Zoning Ordinance

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II Application Requirements

The Applicant shall submit a full description of the proposed home occupation, this application and site plan (if applicable). A site plan is required if the applicant intends to make any physical changes to the exterior of the property, buildings or site to accommodate the home occupation.

Answer the following questions with a "Yes" or "No" on the adjacent line:

_____ Is the Home Occupation conducted only within the enclosed area of the dwelling unit or garage.

_____ Is the Home Occupation conducted by a resident who uses the location of the Home Occupation as their principal residence?

_____ Will there be more than two clients on site at any given time?

_____ Will there be any outside employees or clients between the hours of 8:00 p.m. and 8:00 a.m.?

_____ Will there be any exterior evidence of the Home Occupation including signage? If so, a site plan is required showing changes. Note that no exterior alteration may change the character of the structure.

_____ Will there be storage or display of materials, goods, supplies, or equipment related to the operation of the Home Occupation visible outside any structure located on the premises?

_____ Will there be adverse impact to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, vibration, electrical interference, traffic congestion, or other nuisances resulting from the Home Occupation?

_____ Will the Home Occupation involve the use of commercial vehicles for more than occasional delivery of materials to or from the premises?

_____ Will there be any vehicle larger than one-ton capacity truck or van or specialized mobile equipment used in conjunction with a home occupation stored on the premises or parked on adjacent residential streets? Trailers will be allowed to park on the residential street provided that a home occupation permit is approved, the trailer is registered, and a fee paid, and the trailer is safely parked adjacent to the permitted property.

_____ Will there be any mechanical equipment or machinery shall be used other than is usually, customary, and incidental to the residence for domestic or hobby purposes.

_____ Will the percentage of the gross finished floor area devoted to the Home Occupation(s) exceed 20 percent of the principal structure, or 300 square feet, whichever is less?

_____ Will the Home Occupation be carried out only by members of the immediate family residing on the premises and one non-resident employee?

_____ Will there be any structural alterations or construction involving features not customarily found in dwellings?

III Internal Process Checklist **(office use only)**

- ❑ Pre-Application conference with Staff (recommended) Date: _____
- ❑ Submittal of Complete Application (this form, written description, site plan if applicable) Date: _____
- ❑ Submittal of Application Fee (2025 $75) Date: _____
- ❑ Review and action by Engineering and Zoning Administrator Date: _____
- ❑ City Staff input Date: _____
- ❑ Home Occupation permit issued by: _____ Date: _____

Applicant signature: _____ Date: _____