



Columbia County

# Home Occupation Application

Major Home Occupation

Planning & Zoning Department

Pursuant to Columbia County Ordinance 16-125-280(B)

Phone: (608) 742-9660

Fax: (608) 742-9817

[www.co.columbia.wi.us](http://www.co.columbia.wi.us)

112 E. Edgewater St.  
Portage, WI 53901

\$50.00  
Preapplication

\$500.00  
Home Occupation- Paid upon receipt of Town  
Documents. Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_  
P&Z Staff Initials: \_\_\_\_\_

Make checks payable to "Columbia County Treasurer". We do not issue refunds. Credit Cards accepted.

*Please fill in the blanks, see checklist for specific directions on how to answer question.*

**1. Present Improvements On Land:**

Please describe: *(Submit attachments where necessary)*

---

---

---

**2. Explain your proposed plans and why you are requesting a Home Occupation Permit:**

Please describe: *(Submit attachments where necessary)*

---

---

---

**3. Home Occupation / Conditional Use Permit Review Criteria:** *(Submit attachments where necessary)*

- a. The establishment, maintenance or operation of the proposed use will not be detrimental to, or endanger the public health, safety or general welfare of the occupants of surrounding lands.
- b. The use will be designed, constructed, operated and maintained so as to be compatible, and be appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not change the essential character of the same area such that the use will substantially impair or diminish the use, value or enjoyment of existing or future permitted uses in the area.
- c. The erosion potential of site based on topography, drainage, slope, soil type and vegetative cover.
- d. The prevention and control of water pollution, including sedimentation, and the potential impacts on floodplain and wetlands.
- e. The site has adequate utilities including, if necessary, acceptable disposal systems.
- f. Access to street and highways is suitable, and ingress and egress is designed to minimize traffic congestion and the potential effect on traffic flow.
- g. The Major Home Occupation shall conform to the standards of the applicable zoning district in which it is located.

**Please note: All applications must be filed by the established deadline. An application will not be considered filed if it is incomplete, illegible or the fee is not paid.**

*I certify that the above information is true, accurate and complete.*

Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_



# Columbia County General Information

Phone: (608) 742-9660  
Fax: (608) 742-9817  
www.co.columbia.wi.us

## Planning & Zoning Department

112 E. Edgewater St.  
Portage, WI 53901

The owner hereby authorizes access to the property described herein, by authorized representatives of the Planning & Zoning Department, for the purpose of gathering or verifying information relating to the application, and for verifying compliance with any approval or permit that may be granted. The applicant further agrees that the site is staked and an inspection of such proposed structure may be made by the Columbia County Planning & Zoning Department between the hours of 8:00 am and 4:30 pm, Monday through Friday.

Pursuant to §59.691(3) Stats, the applicant must sign below to indicate acknowledgement of the following, "You are responsible for complying with state and federal laws concerning construction near or on wetlands, lakes and streams". Wetlands that are not associated with open water can be difficult to identify. Failure to comply may result in removal or modification of construction that violates the law or other penalties or costs. For more information, visit the Dept. of Natural Resources web page at: <http://dnr.wi.gov/wetlands/programs.html> or contact a Dept. of Natural Resources service center.

The undersigned hereby applies for a permit to do work herein described. The undersigned agrees that all work will be done in accordance with the Columbia County Zoning, Floodplain and Shoreland-Wetland Protection Ordinances, and with all laws of the State of Wisconsin, applicable to said premises.

### 1. Contact Information

#### Property Owner Information

Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

#### Applicant/Contractor Information (if different than Property Owner)

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### 2. Property Description (parcel information can be obtained at [www.co.columbia.wi.us](http://www.co.columbia.wi.us))

Site Address: \_\_\_\_\_

Town of \_\_\_\_\_

Section \_\_\_\_\_ Town \_\_\_\_\_ N Range \_\_\_\_\_ E

Subdivision \_\_\_\_\_ CSM \_\_\_\_\_ Lot \_\_\_\_\_

Parcel # \_\_\_\_\_ Acreage \_\_\_\_\_

**Mail Permit(s) to:**  Owner  Applicant/Contractor or **Pick Up Permit(s):**  Owner  Applicant/Contractor

**Property Owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

----- Shaded Area For County Use Only -----

Existing Zoning: \_\_\_\_\_ Permit(s): \_\_\_\_\_ **STAMP**

Wetland Status: \_\_\_\_\_

Flood Plain Status: \_\_\_\_\_ Permit #(s): \_\_\_\_\_

Septic Permit #: \_\_\_\_\_ Evaluation? Yes No \_\_\_\_\_

Driveway Permit #: \_\_\_\_\_ Town Permit: \_\_\_\_\_ Amount Paid: \_\_\_\_\_

NOTES:

Department Signature \_\_\_\_\_ Date: \_\_\_\_\_

-----  
 Please note that in order for the Planning & Zoning Committee to make the proper determination, it is critical that the information you submit be complete, accurate and easily understood. Please keep in mind the following:

1. Your site and building plans are the most important documents in your file. Follow the directions provided to make them as accurate and complete as possible.
2. Building locations and lot lines, if applicable, must be staked or otherwise clearly marked at the site for the committee's inspection of the property.
3. **You must be present at the public hearing or be represented by someone** capable of responding to questions from the Committee about site conditions or construction plans.
4. Your failure to appear at the Public Hearing or to provide adequate information may result in the application being tabled.

## REQUIREMENTS FOR PERMIT SUBMITTAL

Owner's Check List	ITEMS NEEDED	Staff Check List	Info Needed
	Completed General Information Application Cover Sheet		
	Completed Major Home Occupation Application		
	Review Fee (Section 9-1-12)		
	Other Approvals and Permits ( <i>if applicable</i> ):		
	A Detailed Proposal (if required) Including Covenants, Agreements or other Documents Showing the Ownership and Method of Assuring Perpetual Maintenance of Land to be Owned or Used for Common Purposes		
	<b>REQUIREMENTS FOR OVERHEAD SITE PLAN</b>		
	Drawn to Scale		
	Date of Preparation		
	Land Owner's Name		
	North Arrow		
	Lot Dimensions		
	Adjacent Public Roads and Rights-of-Way		
	Existing and Proposed Structures and their Dimensions		
	Location of All Drives and Entrances		
	Location of All Sidewalks and Trails		
	Location of All Signs		
	Location, Size, Number and Screening of All Parking Spaces		
	Landscaping Plan (if required)		
	Grading and Drainage Plan (if required)		



## Guidelines for Major and Minor Home Occupations

Pursuant to Title 16 Chapter 125-280

- 1. Minor Home Occupation:** An accessory use that provides a means to accommodate a small home-based family or professional business on a parcel with a principal residential use without the necessity of a rezoning to a commercial zoning district. Minor home occupations are permitted uses in all zoning districts in which single family dwellings are allowed. Examples of permitted economic activities include, but are not limited to, personal and professional services, home offices, handicrafts and small machine repair. To be classified as a legal minor home occupation, such uses shall be subject to the following performance standards:

  - The use shall be conducted entirely within the confines of the principal residential structure or accessory residential structure.
  - The use shall occupy no more than 25 percent of the floor area on the floor(s) of the principal structure where the use takes place, or more than 400 square feet of no more than one accessory residential structure if located therein.
  - The appearance of the structure(s) that contain the minor home occupation shall not be altered or the occupation within the structures be conducted in a manner that would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emission of sounds, odors, dust or vibrations that carry beyond the premises.
  - No person other than a permanent member of the resident family shall be employed on the premises by the minor home occupation.
  - There shall not be conducted on the premises the selling of stocks of merchandise, supplies or products other than those produced by the minor home occupation to fill customer orders placed via mail, telephone or internet. That is, the direct sale of products is not allowed, but a customer may pick up an order that had been placed. Other types of wholesale or retail sales from within the dwelling or accessory structure as the primary activity or function of the minor home occupation are prohibited.
  - The display, storage or parking of materials, goods, supplies or equipment outside of the dwelling or accessory building is prohibited.
  - No use of material or equipment not recognized as being part of the normal practices of owning and maintaining a dwelling shall be allowed.
  - No minor home occupation may involve the on-site sale, resale, repair, including body repair, salvage or wrecking of automobiles, trucks, boats, trailers, recreational vehicles or other motorized vehicles.
  - The minor home occupation shall not involve the use of commercial vehicles for more than the weekly delivery of materials to or from the premises
  
- 2. Major Home Occupation:** An accessory use that provides a means to accommodate a more intensive home-based family or professional business on a parcel with a principal residential use without the necessity of a rezoning to a commercial zoning district. The performance standards for major home occupations are more flexible than for minor home occupations; as such, where allowed major home occupations require the issuance of a conditional use permit. Major home occupations are conditional uses in all zoning districts in which single family dwellings are allowed. To be classified as a legal major home occupation, such uses shall be subject to the following performance standards:

  - The use shall be conducted entirely within the confines of the principal residential structure or accessory residential structure.
  - The use shall occupy no more than 50 percent of the gross floor area on the floor(s) of the principal structure where the use takes place; no more than 50 percent of one accessory residential structure if located therein, or a combination of these two locations.
  - The appearance of the structures shall not be altered or the occupation be conducted in a manner that would cause the remises to differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emission of sounds or vibrations that carry beyond the premises.
  - No more than four persons in addition to those members of the family that are permanent residents of the premises shall be employed by the major home occupation.
  - There shall not be conducted on the premises the selling of stocks of merchandise, supplied or products other than those produced by the minor home occupation to fill customer's orders placed via mail, telephone or internet. That is, the direct retail sale of products is not allowed, but a customer may pick up an order that had

been placed. Other types of wholesale or retail sales from within the dwelling or accessory structure as the primary activity or function of the minor home occupation are prohibited.

- The display, storage or parking of materials, goods, supplies or equipment outside of the dwelling is permitted in an enclosed accessory building, or in a yard of the subject property provided the yard area used for such display, storage or parking is completely screened from view from all public streets and adjacent property through a landscaped transitional yard as specified in Section 16-140-060(B)(4) and such activity does not occur within a minimum required setback area. For residentially zoned property, the display, storage or parking is further limited to an interior side or rear yard only.
- There shall be no advertising, display or other indications of a home occupation on the premises other than as specified by the terms and conditions of the conditional use permit and this Chapter.
- No minor home occupation may involve the on-site sale, resale, repair, including body repair, salvage or wrecking of automobiles, trucks, boats, trailers, recreational vehicles or other motorized vehicles
- Conditional use permits granted for major home occupations shall be assigned only to a designated person who, at the time of conditional use permit issuance, reside at the residential address. Such permits do not run with the land and are not transferable from person to person or from address to address.
- The Planning and Zoning Committee may restrict the number and types of machinery and equipment, limit hours of operation or establish other conditions on the approval to meet the standards for granting a conditional use permit in Section 16-150-070(D).