



Columbia County

# Home Occupation Application

*Major Home Occupation*

**Planning & Zoning Department**

Pursuant to Columbia County Ordinance 12.125.28(2)

Phone: (608) 742-9660  
[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)*

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

Please describe: *(Submit attachments where necessary)*

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**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:** \_\_\_\_\_

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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 (Subsection 7.13 of the Columbia County Code of Ordinances)		
	Other Approvals and Permits <b>(if applicable)</b> :		
	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)		



# Columbia County General Information

## Planning & Zoning Department

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A permit issued by the Planning and Zoning Department may not encompass all matters necessary to be permitted in regards to the project. It is the applicant's sole responsibility to comply with applicable law and to review whether a permit(s) from any other Federal, State, County, Town (or other Municipality), or other applicable regulatory agency may be required. In addition, all applicants should contact their Town governments to review whether any additional building or UDC permits are required.

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.

Applicant agrees to and assumes all responsibility for the matter contemplated by the Application. Such includes, but is not limited to, those factual, alleged or otherwise asserted by any party, legal, monetary, or other considerations applicable to the performance, quality, sustainability or permanence, liability, timeliness, and/or legal compliance of the matter describe within the Application.

Pursuant to §59.691(3) Stats, the applicant must sign this application 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.

Zoning Permits issued by the Planning & Zoning Department must be posted in a prominent place on the premises prior to, and during the period of construction, alteration or movement.

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.



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## 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

A permit issued by the Planning & Zoning Department is issued reflective of the information and statements provided by the applicant. The provision of false, misleading, or fraudulent statements may cause a permit to be later revoked. With this understanding, I certify that all information provided in support of my application is true, accurate, and complete to the best of my knowledge.

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

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

Existing Zoning: \_\_\_\_\_

Permit # (s): \_\_\_\_\_

STAMP

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

Flood Plain Status: \_\_\_\_\_

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

Driveway Permit #: \_\_\_\_\_ Town Permit: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

NOTES:

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

## Guidelines for Major and Minor Home Occupations

Pursuant to Chapter 12.125.28

- (1) **Minor home occupation.** To be classified as a legal minor home occupation, such uses shall be subject to the following performance standards:
- (a) The use shall be conducted entirely within the confines of the principal residential structure or accessory residential structure.
  - (b) 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. Within the A-1 and AO-1 districts the accessory structures used for the sale and storage of feeds, seeds and fertilizer may exceed 400 square feet.
  - (c) 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. There shall be no advertising, display, or other indications of a home occupation on the premises.
  - (d) No person other than a permanent member of the resident family shall be employed on the premises by the minor home occupation.
  - (e) 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 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, except within the A-1 and AO-1 districts where the sale and storage of feeds, seeds and fertilizer is considered integral to the agriculture community.
  - (f) The display, storage, or parking of materials, goods, supplies, or equipment outside of the dwelling or an accessory building is prohibited.
  - (g) Uses of material and equipment not recognized as being part of the normal practices of owning and maintaining a dwelling shall be prohibited.
  - (h) 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.
  - (i) 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.
  - (j) Within the A-1 district, such uses shall also be subject to the following additional limitations:
    - 1. Be conducted by the owner or operator of the farm.
    - 2. Require no buildings, structures, or improvements other than a preexisting farm residence, an agricultural accessory structure, or both.
    - 3. Not impair the current or future agricultural use of the farm or of other farmland that is within the A-1 district, legally protected from the nonagricultural development, or both.
- (2) **Major home occupation.** To be classified as a legal major home occupation, such uses shall be subject to the following performance standards.
- (a) The use shall be conducted entirely within the confines of the principal residential structure or accessory structure.
  - (b) 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, not more than one accessory structure if located therein, or a combination of these two locations.
  - (c) The appearance of the structures shall not be altered or the occupation 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, or vibrations that carry

beyond the premises.

- (d) A total of no more than four persons shall be employed by the major home occupation. This total excludes those members of the family that are permanent residents of the premises shall be employed by the major home occupation, aside from in the A-1 District where the limitations under Subsection 11 shall apply.
- (e) There shall not be conducted on the premises the selling of stocks of merchandise, supplies, or products other than those produced by the major home occupation to fill customer 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 major home occupation are prohibited.
- (f) The display, storage, or parking of materials, goods, supplies, or equipment outside of the dwelling is permitted in an enclosed accessory building. Within the A-1 Agriculture, AO-1 Agriculture and Open Space, A-2 General Agriculture, RR-1 Rural Residence, and C-1 Light Commercial districts, the display, storage, or parking of materials, goods, supplies, or equipment is also allowed 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 12.140.06(2)(d) and such activity does not occur within a minimum required setback area. The total outdoor storage area shall not exceed one-half acre in size.
  - 1. Within the R-1 Single-Family Residence, R-2 Multiple-Family Residence, and R-3 Mobile or Manufactured Home Park zoning districts, only one commercial vehicle may be associated with the major home occupation. The commercial vehicle must meet the following conditions:
    - a. Current on registration and license;
    - b. The gross vehicle weight rating shall not exceed seventeen thousand five hundred (17,500) pounds, including load;
    - c. The height shall not exceed nine feet as measured from the ground level, excluding antennas, air vents, and roof-mounted air conditioning units, but including any load, bed or box;
    - d. The total vehicle length shall not exceed twenty-six feet, including attachments thereto, such as plows, trailers, etc.
- (g) There shall be no advertising, display, or other indications of a home occupation on the premises other than as specified by the terms of this Chapter.
- (h) No major 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.
- (i) 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, resided at the residential address. Such permits do not run with the land, are not transferable from person to person, or from address to address.
- (j) 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 12.150.07.
- (k) Within the A-1 district, such uses shall also be subject to the following additional limitations:
  - 1. Be conducted by the owner or operator of the farm.
  - 2. In the A-1 district, all owners and operators of the farm that are engaged in the major home occupation shall be included among the maximum of four employees engaged in the major home occupation, unless otherwise allowed through changes to the Wisconsin administrative rules or statute adopted after January 1, 2014.
  - 3. Require no buildings, structures, or improvements other than a preexisting farm residence, an agricultural accessory structure, or both.
  - 4. Not impair the current or future agricultural use of the farm or of other farmland that is within the A-1 district, legally protected from nonagricultural development, or both.