



Orange County Planning & Inspections Department

131 W. Margaret Lane, Suite 200, Hillsborough, NC 27278

919-245-2575 or planningapps@orangecountync.gov

Minor Home Occupation Application

Please check all applicable boxes and complete the required documentation. Additional information and submittal requirements are contained in Section 2.22 of the Unified Development Ordinance (UDO).

If completing by hand, please use black or blue ink.

Date: _____

Contact Information

Property Owner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Property Information

Parcel ID Number (PIN): _____ Acreage: _____

Description of Home Occupation

Describe in detail the nature of the home occupation (if applicable provide business name):

On-premise Sales and Delivery of Goods – UDO Section 5.5.4(A)(2)(a)(v)

Will the home occupation contain delivery and sale of goods incidental to provision of service?

Yes No - If yes, please describe: _____

Employees – UDO Section 5.5.4(A)(2)(b)(i)

Number of employees living in residence (including business owner): _____

Number of employees not living in residence: _____

Home Occupation Footprint – UDO Section 5.5.4(A)(2)(b)(i)

Size of residence (square feet): _____

Portion of the residence used for home occupation (square feet): _____

Note: Indicate area on the floor plan and in the narrative the Home Occupation area(s) and if they are also used for other purposes (e.g. Kitchen 500 sq. ft. used for home and home occupation purposes).

Accessory Structures – UDO Section 5.5.4(A)(2)(b)(iii)

Size of structures (square feet): _____

Note: Building or portion of building used in support of home occupation cannot exceed 1,500 square feet for a Minor Home Occupation.

If the accessory structure is larger than 1,000 square feet:

Indicate year constructed: _____

Area/portion used for home occupation (square feet): _____

Outdoor Storage – UDO Section 5.5.4(A)(2)(b)(iv)

Will there be outdoor storage? Yes No – If yes, indicate screening and setback (minimum 40 feet) from road right of way on site plan.

Note: Outdoor storage allowed only in the RB, AR, and R-1 zoning districts.

Other Submittal Requirements

- Application form as required by Section 2.22 of the Unified Development Ordinance.
- The plot plan shall be drawn in accordance with Section 2.4.3 of the Unified Development Ordinance and shall contain the following per Section 5.5.4:
 - a. The location of the residence or accessory building in which the home occupation is to be located in relation to existing property lines and adjacent homes.
 - b. The location, number, and means of access to required off street parking areas.
 - c. The location and type of required landscaping and/or screening.
- The floor plan shall contain the location, size, and use of each room or area within the residence and/or accessory building.
- Review fee

Certification and Signatures

I, the applicant, hereby certify that the foregoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations for a home occupation as specified in the Orange County Unified Development Ordinance (UDO).

Owner Signature(s)

Date

Section Completed by Staff

Zoning: _____

Watershed: _____

Other overlay districts impacting property: _____