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## THE BOROUGH OF LITTLESTOWN

*We're growing, one neighbor at a time.*

### APPLICATION FOR HOME OCCUPATION REGISTRY

**NOTE: ADDITIONAL INSTRUCTIONS AND REGULATIONS TO ASSIST IN COMPLETING THIS APPLICATION ARE ATTACHED. INCOMPLETE APPLICATIONS WILL BE RETURNED FOR ADDITIONAL INFORMATION.**

1. TYPE OF APPLICATION:     CUSTOMARY HOME OCCUPATION  
                                      NO-IMPACT HOME-BASED BUSINESS
  
2. NAME, ADDRESS & TELEPHONE NUMBER OF APPLICANT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. NAME, ADDRESS & TELEPHONE NUMBER OF PROPERTY OWNER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. ADDRESS OF PROPERTY OF PROPOSED HOME OCCUPATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. NAME OF BUSINESS \_\_\_\_\_  
\_\_\_\_\_
  
6. TYPE OF BUSINESS \_\_\_\_\_  
\_\_\_\_\_
  
7. PRESENT USE OF PROPERTY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



17. WILL ANY SIGNS BE DISPLAYED TO IDENTIFY HOME OCCUPATION?  
 YES \_\_\_\_\_  
 NO \_\_\_\_\_  
*(If Yes, attach plan of sign including location. See regulations.)*
18. ATTACH APPLICATION FEE OF \$50.00.

NOTE: Persons applying for customary home occupations will be required to attend a Planning Commission meeting in which the application will be considered, as outlined by Chapter 73, Article 700, Section 702.6.D.2. *(Attached)*

***The undersigned do(es) hereby make application as indicated and acknowledges that the information contained herein is true and correct.***

SIGNATURE OF APPLICANT \_\_\_\_\_

PRINTED NAME OF APPLICANT \_\_\_\_\_

DATE \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Submitted/Fee Paid: \_\_\_\_\_

Code Enforcement:

Review Date: \_\_\_\_\_

Findings:  Recommend Approval     Recommend Denial  
 Additional Information Required: \_\_\_\_\_

Planning Commission (if applicable):

Review Date: \_\_\_\_\_

Report Findings:  Approval     Denial  
 Additional Information Required: \_\_\_\_\_

Permit Issue Date (if applicable): \_\_\_\_\_

## INSTRUCTIONS

1. See attached regulations to determine the type of business use.
2. Self-explanatory.
3. Complete this section if this is someone other than applicant. Attach a notarized affidavit from property owner approving the proposed home occupation.
4. Self-explanatory
5. Self-explanatory.
6. What type of business will be operated, i.e., beauty parlor, home office, insurance sales, etc.
7. Explain the present use of the property.
8. Explain, in detail, how you will be selling your merchandise. Will the consumer be coming to your home? Will there be scheduled appointments? What's the estimated number of customers to be at the home at one time? Is it a mail-order or internet only business?
9. How many residents and non-residents of the building will be involved in the business operation.
10. Hours the business will be operated and on what days of the week.
11. How many parking spaces off the street are available on the lot. The dimensions of a parking space are ten feet wide by twenty feet long.
12. The plot plan should show where/how far the home is located in relation to the property lines, location/dimensions of the proposed home occupation and off-street parking, and location/dimensions for any other buildings on the property.
13. What is the size of the property?
14. What is the size of the home?
15. What is the size of the home occupation? What portion of the property will be used for the home occupation/business.
16. How, if at all, will the appearance of the building be changed to accommodate the home occupation/business.
17. If a sign is to be installed, attach a diagram with dimensions/location.
18. Self-explanatory.

## EXCERPTS FROM THE LITTLESTOWN ZONING REGULATIONS

### **Chapter 73, Article 700, Section 702.6 - Customary Home Occupations.**

- A. Intent. The purpose of these provisions is to allow for customary home occupations which are compatible with the neighborhoods in which they are allowed.
- B. Uses Permitted. A Home Occupation may include art studios; arts and crafts studios; home-based mail-order businesses; barber shops and beauty salons containing a maximum of two (2) chairs; day care facilities for no more than six (6) children or four (4) adults; instructional services limited to two (2) pupils at a time; professional offices for a physician, dentist, lawyer, accountant, real estate agent, architect, or similar professional; taxidermist; or other activities of a similar nature.
- C. Use Restrictions.
  - 1. The Home Occupation shall be conducted entirely within the dwelling unit or accessory structure.
  - 2. The occupation must be clearly incidental and secondary to the principal use of the dwelling.
  - 3. The establishment and conduct of the home occupation shall not change the principal character or use of the dwelling unit involved.
  - 4. The area used for the practice of a home occupation shall occupy a permitted accessory building or no more than thirty (30) percent of the total floor area of the practitioner's dwelling unit.
  - 5. No more than one (1) person other than members of the immediate family residing in the dwelling shall be employed in the Home Occupation.
  - 6. No storage or display of materials, goods, supplies or equipment related to the operation of the home occupation shall be visible from the outside of any structure located on the premises.
  - 7. The residential character of the dwelling unit shall not be altered to indicate the presence of the Home Occupation.
  - 8. The Home Occupation shall not generate noise, vibration, glare, fumes, odors or electrical interference beyond what normally occurs in the applicable zoning district.
  - 9. Off-street parking shall be required if the home occupation involves contact with the public or the employment of non-residents. One space shall be provided for each client or customer accommodated for more than 15 minutes at one time, plus one space for each non-resident employee.
  - 10. No advertising other than signs permitted in the applicable Zoning District by Sign Regulations, Section 701.4, of this Ordinance shall be permitted. [One sign not to exceed four (4) square feet.]
  - 11. Home occupations are subject to compliance with all commonwealth and federal requirements applicable to the specific occupation.
- D. Permit Procedure. Before commencing a Home Occupation, a Permit for such shall be obtained from the Borough. In his/her application, the applicant shall provide reasonable evidence that the above conditions will be met.
  - 1. Application. Application for a Home Occupation permit shall be made by the resident to the Borough Planning Commission on a form provided by the Borough.
  - 2. Review. The Borough Code Enforcement Officer shall review the application and submit his findings to the Borough Planning Commission. After considering the Code Enforcement Officer's recommendations, the Borough Planning Commission shall further review the application to assure that the above conditions will be met.
  - 3. Permit Issuance. Following favorable review by the Planning Commission and payment of the appropriate fee(s), a Permit may be issued by the Borough Secretary or his designee.

**Chapter 73, Article 700, Section 702.15 - No-Impact Home-Based Business.**

1. The business activity shall be compatible with the residential use of the property and surrounding residential uses.
2. The business shall employ no employees other than family members residing in the dwelling.
3. There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
4. There shall be no outside appearance of a business use, including but not limited to, parking, signs, or lights.
5. The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors, or electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.
6. The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
7. The business activity shall be conducted only within the dwelling and may not occupy more than twenty-five (25%) of the habitable floor area
8. The business may not involve any illegal activity.

**Chapter 73, Article 700, Section 701.4 - Signs Permitted within Residential Districts.**

Within the Low Density (R-1), Medium Density (R-2), and High Density (R-3), the following sign regulations shall apply.

- A. Signs advertising a home occupation are permitted, provided that the following requirements are met.
  1. The maximum area of any one side of the sign shall not exceed four (4) square feet.
  2. The total area of the sign shall not exceed eight (8) square feet.
  3. The sign shall only be illuminated by shielding light. To meet the requirements of this section, the light source shall be hidden from vehicular and/or pedestrian view by a vegetative screen or a fixture surrounding the light source which directs the light to the sign face. In no case shall lighting be permitted that either directly or indirectly produces glare affecting neighboring residential properties.
  4. The maximum height of the sign shall not exceed six (6) feet, unless a wall sign or projecting sign is used.