

MAJOR HOME OCCUPATION APPLICATION PACKET

Home occupations which are located in the unincorporated area and outside of Sioux Falls joint jurisdictional area are divided into 'major' and 'minor' categories. Major home occupations are allowed in the low density zoning districts of A-1-Agriculture and RC-Recreational. A Major Home Occupation is defined as a business, profession, occupation, or trade conducted for gain or support and located entirely within a dwelling, or accessory building thereto, which use is accessory, incidental, and secondary to the use of the property for residential or agricultural purposes and does not change the essential residential or agricultural character or appearance of such property.

Major Home Occupations are further divided into two categories. Class 1 occupations may be allowed as incidental uses to any residences in the A-1 or RC Districts. Class 2 occupations can only be approved in conjunction with an ongoing agricultural operation on a property of at least 80 acres in size. Each class has specific requirements and restrictions that must be met in order to minimize undesirable effects for neighboring residences.

APPLICATION REQUIREMENTS

An application packet for a Major Home Occupation must include the following:

- A complete application form.
- A complete, clear and legible site plan of the property which, at a minimum, shows the following:
 - » The entire site, to scale, of the property to be considered for the

conditional use permit with the location of all buildings, signs, and the setbacks of the buildings from all property lines.

- » The location and dimensions of all driveways, parking areas and loading areas, and showing that required setbacks to driveways and parking areas will be met.
 - » Applicable topography, site limitations, and utility or wastewater information.
- A written narrative which provides a detailed description of the occupation.
 - The required \$250 non-refundable application fee for the permit. A double permit fee will be placed on applications where the home occupation has already started
 - The \$50 refundable deposit for a sign that is posted on the property to notify neighbors of the public hearing.

APPROVAL PROCESS

The home occupation application is reviewed to meet requirements, and it is presented at a public hearing in the same manner as a Conditional Use Permit. Please see the brochure for a Conditional Use Permit for the detailed process.

ADDITIONAL CONSIDERATIONS

All home occupations must be operated by a resident of the property. Both classes may be allowed to have a single sign of up to two square feet in size on either the home or the building, and one sign along the driveway up to four square feet in size. Review the appropriate ordinance sections for specific requirements and regulations. A similar application packet is available for home occupations within the joint jurisdictional area of Sioux Falls.



Administration Building, 3rd Floor
415 N. Dakota Avenue, Sioux Falls, SD 57104

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MAJOR HOME OCCUPATION PERMIT APPLICATION CHECKLIST

- Complete application form.
- Comprehensive site plan. Make sure that the plan is drawn to scale and is clear and legible. At a minimum, be sure to include a north arrow, all property lines, all existing and proposed structures, any proposed outside storage areas, the locations of wastewater treatment facilities, customer and employee parking areas, and setbacks from property lines to any structures, driveways or parking areas.
- Written narrative describing all aspects of the proposed occupation. Be sure to include the hours of operation, location, numbers of employees, any proposed sales, any proposed storage, types of delivery trucks that will visit the site, and the location of proposed signs.
- \$250 Non-refundable application fee.
- \$50 Refundable sign deposit.
(one \$300 payment works for both the fee and deposit).

Minnehaha County Planning & Zoning

**MAJOR HOME OCCUPATION PERMIT
APPLICATION FORM
(For County & Dell Rapids Joint Area)**

Application #:	_____
Date:	_____
Filing Fee:	\$250 _____
Receipt #	_____

FILING FEE IS NON-REFUNDABLE

Legal Description of Property: _____

Address or General Location: _____

Map ID #: _____ Parcel ID #: _____

Zoning District: _____ Acres in Parcel(s): _____

Major Home Occupation - General Questions: Class 1 Class 2

Does the owner of the home occupation reside on the Premises? Yes No

Number of Employees? resident: _____ non-resident _____

Will an adverting name plate be placed on the: building _____ along driveway _____ both _____

Sales of products or merchandise will be: none sold on site mail order phone or online

Maximum number of visitors expected to be generated from the home occupation per day? _____

Description of Business in Detail: PLEASE ATTACH

I/We, the undersigned, do hereby petition for approval of a conditional use permit on the above described property and authorize representatives of Minnehaha County to enter the property now and in the future for inspection purposes. I/We affirm that the above answers and attached information are true and accurate and agree to operate the home occupation as approved and in full compliance with the applicable zoning ordinances for Minnehaha County. It is also understood that if any of these actions should be proven inaccurate at a later date, then the approval of this permit will be considered invalid.

Applicant: (print) _____

Signature: _____ Date: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Owner: (print) _____

Signature: _____ Date: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Use only
Checked By: _____
Given Signs: _____
Site Plan: _____
Add'l Reports: _____
PC Date: _____
CC Date: _____
Jurisdiction:
_____ County
_____ Dell Rapids



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