

# CERTIFICATE OF OCCUPANCY

CITY OF OTSEGO  
HOME OCCUPATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TYPE OF HOME OCCUPATION: (BE SPECIFIC) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERCENT OF FLOOR AREA OF DWELLING UNIT USED TO  
CONDUCT HOME OCCUPATION \_\_\_\_\_%

FEDERAL I.D. # \_\_\_\_\_

STATE SALES TAX# \_\_\_\_\_

I hereby certify that I have been given a copy of Section 3.8, Home Occupations, of the City of Otsego's Zoning Ordinance and I have reviewed and understand the provisions of this ordinance regarding Home Occupations.

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

Signature: \_\_\_\_\_

APPROVED

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

\_\_\_\_\_  
City Manager

## SECTION 3.8 HOME OCCUPATIONS

- A. Home occupations shall be approved by the Zoning Administrator, who shall issue a certificate of occupancy which shall specify the home occupation as to use, size, and the specific measures by which compliance with this Section will be maintained and provided the requirements of the Residential District are met.
- B. Only members of the family residing in the home shall be engaged in connection with the home occupation.
- C. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty-five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation. No part of the home occupation shall be conducted in any accessory building.
- D. There shall be no change in the outside appearance of the building that would indicate the presence of a home occupation or depart from the residential character of the dwelling, and have any visible evidence of the conduct of the home occupation;
- E. There shall be no sale of products or services except as are produced on the premises by the home occupation. There shall be no outdoor, on-site storage of materials, equipment, or accessory items and/or display of materials, goods or supplies used in the conduct of the home occupation.
- F. The home occupation will not create traffic congestion, parking shortages, or otherwise adversely affect the pedestrian or vehicular circulation of the area. Any parking for vehicles associated with the home occupation shall be provided off the street. The following factors shall be considered by the Zoning Administrator to determine whether the traffic effects on a neighborhood may be excessive:
  - 1. Whether the subject parcel is located at the entrance or the interior of a residential development where increased traffic volumes may be otherwise anticipated.
  - 2. Whether the nature of the proposed home occupation requires scheduled appointments or whether traffic volumes may be higher at certain times of the day.
  - 3. Whether traffic volumes may vary on a seasonal basis.
  - 4. Whether the home occupation could be conducted in a manner that reduces traffic generated in the area.
- G. No equipment or process shall be used in the home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the premises. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in the line voltage off the premises.