



# Town of Zebulon

## Planning Department

1003 N. Arendell Avenue, Zebulon, NC 27597  
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[www.townofzebulon.org](http://www.townofzebulon.org)

## HOME OCCUPATION PERMIT APPLICATION

### GENERAL INFORMATION:

The purpose of this application is to establish a uniform mechanism for reviewing home occupation requests in accordance with section 4.4.7.N of the UDO.

### INSTRUCTIONS:

**APPLICATION PROCEDURE** – The applicant requesting a Home Occupation Permit must submit an application through the Town of Zebulon GeoCivix Web Portal. Access to the GeoCivix portal can be found on the Town of Zebulon Website or through this link (<https://townofzebulon.geocivix.com/secure/>)

- Completed Application Form
- Petition Fee (Please See Fee Schedule)
- Owner's Consent Form

**REVIEW** – Planning Department Staff shall review the proposed request in coordination with Section 4.4.7.N of the Unified Development Ordinance. The standards for review are as follows:

1. Home occupation accessory uses shall be clearly incidental and subordinate to a dwelling's use for residential purposes by its occupants.
2. Except for home offices, home occupations shall be engaged in only by a resident on the premises, and not more than one employee may be a nonresident. Home offices shall be limited to no more than two employees not residing on the premises.
3. No more than 25 percent of the first-floor area of a dwelling shall be used for home occupations.
4. No display of goods or advertising shall be visible from the street.
5. No equipment or process shall be used in such home occupation that creates noise, vibration, glare, fumes, odors, or electrical interferences detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used that creates visual or audible interference in any radio or television receivers off the premises or causes fluctuations in line voltage off the premises.
6. No accessory buildings shall be used for home occupations.
7. Only one commercial vehicle with up to one attached trailer associated with the home occupation may be parked or stored on the lot.
8. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street and other than in a required front yard.



# APPLICATION FOR HOME OCCUPATION PERMIT

<b>PART 1. DESCRIPTION OF REQUEST/PROPERTY</b>			
Street Address of the Property:		Acreage:	
Parcel Identification Number (NC PIN):		Deed Book:	Deed Page(s):
Zoning of the Property:	Total Square Footage of Dwelling	Square Footage of Business Use	Are signs proposed?
Existing Use of the Property:	Proposed Use of Property	Proposed Use of the Property:	Number of Employees:
Details of proposed home occupation: (Please include additional sheets if necessary)			

<b>PART 2. APPLICANT/AGENT INFORMATION</b>		
Name of Applicant/Agent:		
Street Address of Applicant/Agent:		
City:	State:	Zip Code:
Email of Applicant/Agent:	Telephone Number of Applicant/Agent:	Fax Number of Applicant/Agent:
Are you the owner of the property? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you the owner's agent? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Note: If you are not the owner of the property, you <u>must</u> obtain the Owner's consent and signature giving you permission to submit this application.</b>

<b>PART 3. PROPERTY OWNER INFORMATION</b>		
Name of Property Owner:		
Street Address of Property Owner:		
City:	State:	Zip Code:
Email of Property Owner:	Telephone Number of Property Owner:	Fax Number of Property Owner:
<i>I hereby state that the facts related in this application and any documents submitted herewith are complete, true, correct, and accurate to the best of my knowledge.</i>		
<b>Signature of Applicant:</b>	<b>Print Name:</b>	<b>Date:</b>
<b>Signature of Owner:</b>	<b>Print Name:</b>	<b>Date:</b>



OWNER'S CONSENT FORM

Name of Project: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

OWNER'S AUTHORIZATION

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I acknowledge and agree that pursuant to Section 4.4.7.N of the Town of Zebulon Unified Development Ordinance, that lands subject to the proposed Home Occupation shall be subject to all the standards, conditions, and plans approved as part of that application. These standards, plans, and approved conditions are perpetually binding on the land as an amendment to this Ordinance and the Official Zoning Map and may only be changed in accordance with the procedures established in this Ordinance. Development located outside the Town of Zebulon's corporate limits shall comply with all Town policies related to annexation and the extension of utilities. I understand that all other applicable standards and regulations of the UDO will remain applicable to the subject lands unless specifically listed as conditions or deviations as part of this request. I understand that any false, inaccurate, or incomplete information provided by me, or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I acknowledge that additional information may be required to process this application. I further consent to the Town of Zebulon to publish, copy, or reproduce any copyrighted document submitted as a part of this application for any third party. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

CERTIFICATION OF PROPERTY OWNER

I hereby certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Zebulon, North Carolina, and will not be returned.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\*Owner of record as shown by the Wake County Revenue Department (www.wakegov.com). An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this form.