



Application for

# HOME OCCUPATION

A background graphic consisting of several light blue wavy lines of varying sizes, resembling water or clouds, that cover the lower half of the page.

**King George County  
Department of Community  
Development**

10459 Courthouse Drive, Suite 104  
King George, VA 22485

Office: (540) 775-7111  
[www.kinggeorgecountyva.gov](http://www.kinggeorgecountyva.gov)

## **HOME OCCUPATION APPLICATION**

A home occupation is an accessory use of a dwelling unit for gainful employment involving the provision of goods and/or services. The King George County Zoning Ordinance establishes three levels for home occupation classification – Class A, Class B, and Class C. Relevant excerpts from Article 6, *Use Matrix* and Article 7, *Use Standards* of the Zoning Ordinance have been included for each Home Occupation class below. For additional detail see the Zoning and Subdivision Ordinance.

### **Home Occupation – Class A (Section 7-3-8 of the Zoning Ordinance)**

Home Occupation, Class A is permitted by right in the following districts:

**A-1, A-2, A-3, R-1, R-2, R-3, C-2, and M-U.**

### **Home Occupation – Class B (Section 7-3-9 of the Zoning Ordinance)**

Home Occupation, Class B is permitted by right in the following districts: **A-1, A-2, C-1, C-2, M-U.**

Home Occupation Class B is permitted by a “Special Exception” granted by the Board of Supervisors in the following districts: **A-3, R-1, R-2, and R-3 districts.** A Home Occupation in these districts requires a Special Exception application. *See the Special Exception Application and Checklist.*

### **Home Occupation – Class C (Section 7-3-10 of the Zoning Ordinance)**

Home Occupation, Class C is permitted by right in the following districts: **A-1 and A-2.**

	<b>Class A</b>	<b>Class B</b>	<b>Class C</b>
<b>Size of Use</b>	Up to 500 sq. ft. or 30% of the floor area of dwelling, whichever is greater; OR Up to 100% of the floor area of an accessory structure	Up to 500 sq. ft. or 40% of the floor area of dwelling, whichever is greater; OR Up to 100% of the floor area of an accessory structure	Min. lot size 5 ac.; Land area from an adjacent parcel may count toward the minimum lot size if: used for business operation, is under the same ownership and zoning district as the principal residence.
<b>Employees</b>	Up to 1 full- or part-time employee, other than family members residing in the dwelling unit	Up to 2 full- or part-time employees, other than family members residing in the dwelling unit	<i>See “Standards based on Lot Size” chart in Section 7-3-10 of the Zoning Ordinance</i>
<b>Customers</b>	Limited to 5 customers daily and 2 at a time	Limited to 10 customers on the property at any one time	<i>See “Standards based on Lot Size” chart in Section 7-3-10 of the Zoning Ordinance</i>
<b>Hours of Operation</b>	Six days per week, 8:00 a.m. – 8:00 p.m.	Six days per week, 8:00 a.m. – 8:00 p.m.	Six days per week, 7:00 a.m. – 8:00 p.m.
<b>Storage</b>	Limited to just-in-time storage and delivery practices; No bulk or exterior storage on-site	Limited to just-in-time storage and delivery practices; No bulk or exterior storage on-site	Exterior storage of business items shall be screened from view of any right-of-way

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## **HOME OCCUPATION APPLICATION**

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

Office Use Only:

# \_\_\_\_\_

### **APPLICANT INFORMATION:**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone (Business):	Phone (Home):	
Email:		

### **PROPERTY OWNER INFORMATION (if different from applicant):**

Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone (Business):	Phone (Home):	
Email:		

### **HOME OCCUPATION LOCATION AND DESCRIPTION:**

Please check the Home Occupation Class below that describes the proposed business:

Class A Home Occupation       Class B Home Occupation       Class C Home Occupation

Tax Map:	Parcel:	Zoning:
Lot Size (Acres):		
Business Name:		
Type of Business*:		

\*What type of product, service, or activity will be offered?

**ADDITIONAL INFORMATION:**

Please respond to the following questions regarding the proposed Home Occupation use.

1. How many square feet of the dwelling will be used for the Home Occupation?  
\_\_\_\_\_ sq. ft.
2. How many people living in the home will work in the business (including self)?  
\_\_\_\_\_
3. How many people not living in the home will work in the business? \_\_\_\_\_
4. Will customers come to your home for any product or service connected to the Home Occupation?  Yes  No  
If yes, please provide your estimated number of customers per day.  
\_\_\_\_\_
5. Proposed hours of operation:  
\_\_\_\_\_
6. Are any signs proposed in connection to the Home Occupation business?  Yes  No  
If yes, please provide the size, type, and location of the proposed sign.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Sufficient, on-site parking must be provided for the number of employees and customers coming to the business. Describe the parking available on site, including the amount and location of the parking.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Describe any materials or equipment utilized with the proposed business (i.e. tools, equipment, trucks, trailers, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Where will the materials/equipment be stored?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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I certify that I have read and understood Section 7-3-8, Section 7-3-9, and Section 7-3-10 of the King George County Zoning and Subdivision Ordinance and believe, to the best of my knowledge, that my proposed Home Occupation will not violate any portion of the Zoning and Subdivision Ordinance or King George County Code of Ordinances.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **FOR OFFICE USE ONLY**

Based on the information provided in this application, a Class       A       B       C      Home Occupation is approved on Tax Map \_\_\_\_\_ Parcel \_\_\_\_\_, which is currently zoned \_\_\_\_\_.

Notes/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Application Fee: \$\_\_\_\_\_ Paid on: \_\_\_\_\_

King George County Community Development Signature: \_\_\_\_\_

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

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## **CERTIFICATION OF REAL ESTATE TAX PAYMENT**

In accordance with Section 2-6-1 of the King George County Zoning and Subdivision Ordinance:

Pursuant to the Code of Virginia § 15.2-2286 (B), as amended, prior to the initiation of an application by the owner of the subject property, the owner's agent, or any entity in which the owner holds an ownership interest greater than 50%, for a Special Exception, Variance, Rezoning, or other land disturbing permit, including Building Permits and Erosion and Sediment Control Permits, or prior to the issuance of final approval, the authorizing body may require the applicant to produce satisfactory evidence that any delinquent real estate taxes, nuisance charges, stormwater management utility fees, and any other charges that constitute a lien on the subject property, that are owned to the locality and have been properly assessed against the subject property, have been paid, unless otherwise authorized by the treasurer. Upon receipt of an application, together with supplementary materials and payment of the application fee and provision of proof that all outstanding payments set forth in this section have been paid and satisfied. The Zoning Administrator or Agent may waive this requirement for reasons of health, safety, or public welfare, provided that the applicant or owner has entered into a plan with the County Treasurer to pay all delinquent taxes, fees and charges as set for the in this Ordinance.

Tax Map # \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

I certify that Real Estate Taxes have been paid in full for the above referenced property, as required by Section 2-6-1 of the King George County Zoning and Subdivision Ordinance.

Property Owner/Applicant Signature: \_\_\_\_\_

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King George County Treasurer Staff Name: \_\_\_\_\_

King George County Treasurer Verified Date: \_\_\_\_\_