



TOWN OF
HILLSBOROUGH

ZONING COMPLIANCE APPLICATION

Home Occupation

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
Office: 919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

A zoning compliance permit is required for site or use changes regulated under the Unified Development Ordinance on property in the town limits and in the extraterritorial jurisdiction.

A home occupation is the base of operations for the business, and the primary function of the business takes place on the residential property for which the permit is issued. For example: A person who telecommutes to a place of business in Research Triangle Park is not engaged in a home occupation and does not require a home occupation permit, but a person who owns a computer consulting business and conducts business from home does. A self-employed business owner who keeps business records at home, is contacted at home to arrange work but does not do any of the job function at home does not need a home occupation permit.

For the application to be considered complete, all sections must be completed. The property owner must sign the Authority to File Application section on the last page (applicant and property owner signatures are required).

GENERAL INFORMATION				
Project Address:				
Parcel ID #:	Zoning Classification:		<input type="checkbox"/> Historic District Overlay	
Applicant Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		
Status of Applicant:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Contractor	<input type="checkbox"/> Legal Representative	<input type="checkbox"/> Other
Property Owner(s) Name:				
Mailing Address:				
Phone 1:	Phone 2:	Email:		

HOME OCCUPATION INFORMATION	
Name of Business:	Business Type (Use):
Please explain your proposed business in detail (2 to 3 sentences):	

SITE USAGE		
Will the home occupation be conducted entirely within the residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Total (heated/habitable) floor area of the residence: square feet		
Total amount of (heated/habitable) floor area used for the home occupation: square feet		
Will a detached accessory structure or exterior changes be required with the home occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
IF YES	Total square footage of detached accessory structure: square feet	
	Total amount of primary residence floor area used for the home occupation: square feet	
	Total amount of addition to main residence: square feet	
Will any hazardous materials be stored on site? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, provide a separate list.)		
Will there be any outside storage or display of goods or materials? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, what type of goods or materials?		
PARKING AND TRAFFIC		
Existing Parking Spaces:	Proposed Parking Spaces:	Total Parking Spaces:
Types of Vehicles Expected:		
Total Number of Employees (including the business owner):		
How many clients are expected to visit the business per day:	At any one time?	
Will you be making deliveries as part of your business? <input type="checkbox"/> Yes: per day	<input type="checkbox"/> No	
Will you be receiving deliveries as part of your business? <input type="checkbox"/> Yes: per day	<input type="checkbox"/> No	

REQUIRED DOCUMENTATION

Please see the [Home Occupation Checklist](#) on the town website to ensure all requirements are met.

With this application, provide a plan drawn to scale that shows all existing structures and any proposed changes. Include a floor plan. View the [sample plot plan](#) on the town website.

AUTHORITY TO FILE APPLICATION

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina (as may be applicable to my request) and certify that the above information and accompanying documents are complete, true, and accurate to the best of my knowledge. In addition, I acknowledge that by filing this application, representatives from the Hillsborough Planning and Economic Development Division may enter the subject property for the purpose of investigation and analysis of this request.

APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE PROPERTY OWNER’S SIGNATURE.

Applicant Signature: _____ Date:

Property Owner Signature: _____ Date:

DEPARTMENT USE ONLY

Date Received:

Staff:

ETJ: Yes, NoLegal Nonconforming Lot: Yes, NoFloodplain on Site: Yes, No

Flood Zone:

Flood Map #:

Plus (+) Overlay District Yes, NoHistoric District Overlay Yes, NoSection 4B Only: Is the event in the jurisdiction of the town? Yes, NoZoning Officer's Decision Approved, Approved with Conditions, Denied

Approved Conditions:

Comments or Reason for Denial:

Permit:

Zoning Office Signature:

Date:

Date Permit Picked Up:

Fee: \$

Receipt #: