



TOWNSHIP OF SALISBURY
LEHIGH COUNTY, PA
2900 SOUTH PIKE AVENUE
ALLENTOWN, PA 18103

Phone: 610-797-4000
Fax: 610-797-5516

HOME OCCUPATION ZONING PERMIT

Permit No.:
Date Received:
Date Issued:

LIGHT HOME OCCUPATION ZONING PERMIT: \$50.00 - payable upon application

DAY CARE: A Home Occupation for Day Care may require a "Special Exception" Application (\$500.00 - payable upon application) and a Zoning Application for Special Exception (\$35.00 - payable upon application). This will be reviewed before the Salisbury Township Zoning Hearing Board.

Site Address:

Applicant Name: Phone No.:

Property Owner: Phone No.:

Address of Property Owner:

Zoning District of Subject Property:

Yes No

- Is the Property Owner-Occupied?
Is the Property a Single-Family Dwelling?
Is the property a Single, Semi-Detached Dwelling?
Is the Property a Multi-Unit Apartment Building?

IS THERE A NOTARIZED LETTER OF AGREEMENT between Property Owner and Tenant for approval to conduct a Home Occupation at the above-referenced property? A copy of this Agreement needs to be included with the application. If included, please check this box.

Name of Business:

General description of proposed activities for the proposed Home Occupation:

Blank lines for general description of proposed activities.

COMPLETE & SUBMIT THE ATTACHED HOME OCCUPATION QUESTIONNAIRE

HOME OCCUPATION QUESTIONNAIRE

A Home Occupation is defined as a routine, accessory and customary non-residential use conducted within a portion of a dwelling or its permitted accessory building. It only includes uses which are clearly incidental and secondary to the principal residential use. The burden of proof shall be upon the applicant to prove that the standards for a Home Occupation will be met, especially regarding possible nuisances and truck traffic.

1. How many non-resident employees will there be? _____
2. Does the Home Occupation specifically include any of the following: Hotel, motel, nursing home, boarding house, restaurant, stable, treatment center, kennel, auto repair, on-site retail or wholesale sales, painting of vehicles, tractor, lawnmower or engine repair, manufacturing or bulk welding? Yes No
If Yes, which of the above? _____
3. Is the Home Occupation conducted completely indoors? Yes No
4. Total size (sq. ft.) of the floor area of the principal building on the property: _____
5. Total (sq. ft.) heated, habitable floor area of the principal dwelling: _____
6. Total (sq. ft.) floor area to be utilized by the Home Occupation: _____
7. Will this require truck traffic and/or deliveries to the property? Yes No
Will these vehicle(s) be larger than a standard van or pick-up truck? Yes No
Will vehicle be stored on-site?
 Inside a building? Yes No
 Outside a building? Yes No
Will any vehicle(s) be stored off-site? Yes No
Will any vehicle(s) be making trips to or from the Home Occupation? Yes No
8. How many off-street parking spaces are available on the lot? _____
9. Will the Home Occupation produce any noise, noxious odor, vibration, glare, electrical interference, radio or electromagnetic interference beyond the boundary of the property? Yes No
Identify any types of machinery that will be used in conjunction with the Home Occupation.

10. Does the Home Occupation involve the storage or use of any hazardous, flammable or explosive substances? Yes No
If Yes, explain: _____

11. If the Home Occupation is for a Medical Doctor, Chiropractor, Dentist or Attorney, does the property abut an arterial street? Total Sq. Ft. of the Lot _____ Yes No
12. If the Home Occupation includes instruction or tutoring, how many students will there be at one time? _____ How many in a day? _____
13. If a barber or beautician, is the lot in the R-4 Zone? Yes No
14. Will anyone be working at the premises that is not a resident of the home? Yes No
15. Will the Home Occupation routinely involve the arrival of more than ten (10) vehicles for business purposes per day? Yes No

16. What will be the days and hours of operation? _____

GENERAL INFORMATION AND/OR SUMMARY OF PROPOSED HOME OCCUPATION:

OFFICE USE ONLY

1. Application Approved: Yes No Date: _____ Zoning Officer: _____

2. Comments: _____

3. Appeal to Zoning Hearing Board: Yes No Date of Appeal: _____

Date of Hearing: _____ Appeal No.: _____

Variance Yes No
Special Exception Yes No
Conditional Use Yes No

Appeal Enforcement Notice Yes No
Appeal Interpretation of Ordinance Yes No

4. BOARD'S DECISION: GRANTED DENIED Date: _____

Additional Comments: _____

HOME OCCUPATION GUIDELINES

A ROUTINE, ACCESSORY AND CUSTOMARY NON-RESIDENTIAL USE CONDUCTED WITHIN OR ADMINISTERED FROM A PORTION OF A DWELLING OR ITS PERMITTED ACCESSORY BUILDING THAT:

1. Only includes uses that are clearly incidental and secondary to the principal residential use.
2. Is conducted primarily by a permanent resident of the dwelling.
3. Meets the definition of this section and the standards and limitations of a "Home Occupation" in Section 403.
4. Does not include any retail or wholesale sales on the premises (other than over the phone and through the mail), nor any industrial use (other than custom crafts and sewing).
5. Specifically **does not** include the following: Hotel, motel, nursing home, boarding house, restaurant, stable, treatment center, kennel, auto repair, on site retail sales, painting of vehicles, tractor repair, lawn mower and engine repair, manufacturing (other than custom crafts or sewing) or bulk welding.
6. Only involves persons working on the premises who are permanent residents of the dwelling, plus a maximum of one non-resident working on the premises at any one point in time.

GENERAL HOME OCCUPATION

A TYPE OF "HOME OCCUPATION" THAT DOES NOT INVOLVE A USE SPECIFICALLY PERMITTED AS A "LIGHT HOME OCCUPATION", BUT WHICH THE APPLICANT PROVES TO THE SATISFACTION OF THE ZONING HEARING BOARD AS A SPECIAL EXCEPTION WOULD BE:

1. Closely similar in impacts to a permitted "Light Home Occupation"
2. Be compatible with the surrounding residential area

LIGHT HOME OCCUPATION

A TYPE OF "HOME OCCUPATION" THAT IS PERMITTED BY RIGHT IN ALL RESIDENTIAL DISTRICTS AND IS LIMITED TO ONLY THE FOLLOWING TYPES OF ACTIVITIES WITHIN THE RESTRICTIONS OF SECTION 403:

1. Custom sewing, seamstress or dressmaker
2. Tutor
3. Tax preparation
4. Photographer
5. Artist or sculptor
6. Drafting or graphics services
7. Data processing or typing
8. Home crafts for sale off-site
9. Mail order (not including retail sales from the site)
10. Product distribution through direct off-site sales (such as Amway or Tupperware)
11. Offices of the following: Licensed physician, dentist, speech pathologist, audiologist, chiropractor, optometrist, podiatrist, architect, attorney, accountant, insurance agent, real estate agent or broker, tax collector, engineer, surveyor, vocational consultant, financial planning and investment services, interior design, computer programming, consulting services, telephone soliciting, and telephone answering services

HOME OCCUPATION STANDARDS

As Per Zoning Ordinance §27-403.4

THE FOLLOWING STANDARDS SHALL APPLY TO BOTH "LIGHT" AND "GENERAL" HOME OCCUPATIONS:

1. The burden of proof shall be upon the Applicant to prove that the Standards of this Section will be met, especially regarding possible nuisances and truck traffic. Based upon the potential nuisances of a proposed General Home Occupation, the Zoning Hearing Board may determine that a particular type of intensity of use is unsuitable to be a Home Occupation, or that the proposed lot area or setbacks are not sufficient.
2. The Home Occupation shall be conducted completely indoors, and may be within a principal or accessory residential building. The total amount of floor area of a building used for a Home Occupation shall not be greater than twenty percent (20%) of the total heated, habitable floor area of the principal dwelling unit. A maximum of one (1) Home Occupation shall be permitted per dwelling unit.
3. There shall be no outdoor operations or outdoor storage of materials, products or equipment.
4. **Signs and Displays:** There shall be no use of show windows, business displays, or advertising visible from outside the premises, except as is specifically permitted for a single sign for a Home Occupation in Section 703.
5. **Truck Traffic:** The use shall not require the parking or servicing by a vehicle with more than 26,000 pounds gross registered vehicle weight, except for deliveries a maximum of two times per week. The use shall not involve the parking of more than two (2) trucks of any type on the lot, or on adjacent streets at any period of time. The use shall not need servicing by, deliveries by, or parking of tractor trailer trucks.
6. **Prohibited Uses:** See the list in the Definitions Section of uses that do not qualify under the term "Home Occupation". A residential lot in a residential district shall not be used to repair or maintain a motor vehicle that is not registered to a resident of such lot, or a person who is "related" to such a resident.
7. **Nuisances:** No machinery or equipment shall be permitted that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property. Only general types and sizes of machinery that are typically found in dwellings for hobby or domestic purposes shall be permitted.
8. The use shall also comply with all environmental and nuisance control regulations of this ordinance, including Article V.
9. **Parking and Loading:** In any case, a Home Occupation shall include an absolute minimum of one (1) off-street parking space (which may include a space for the dwelling). The applicant shall prove to the satisfaction of the Zoning Hearing Board in the case of a general Home Occupation, and the Zoning Officer in the case of a Light Home Occupation that the use will include adequate off-street parking and loading spaces. The amount of parking in the front yard should be held to a minimum to maintain a residential character. Therefore, the Township may allow appropriate, safe on-street areas to be used to meet a portion of parking needs. If additional parking is needed beyond what can be accommodated using appropriate on-street spaces and a residential-style driveway, then the Township may require that such parking be provided in the rear of the home, if practical, and may deny the use if such rear parking cannot be accommodated.
10. **Business Appearance:** The exterior of the building and the lot shall not be changed in such a way as to decrease its residential appearance, except for permitted parking spaces and the permitted sign.

HOME OCCUPATION STANDARDS

As Per Zoning Ordinance §27-403.4

11. **Hours:** A Home Occupation shall not be conducted in a way that is perceptible from beyond the lot line between the hours of 9:00 P.M. and 8:00 A.M. This time limit shall also apply to any loading or unloading of vehicles on the property, or on a street that causes noise to adjoining residents.
12. **Hazardous Substances:** The use shall not involve the storage or use of hazardous, flammable or explosive substances, other than types and amounts commonly found in a dwelling. The use shall not involve the use or storage of toxic substances.
13. **Advertising:** The address of the Home Occupation shall not be advertised in such a way that would encourage customers or salespersons to come to the property without an appointment.
14. **Law or Medical Office:** The main office of a medical doctor, chiropractor, dentist or attorney shall only be allowed as a Home Occupation if the property abuts an arterial street, and has a minimum lot area of 9,000 square feet.
15. **Number Of Employees:** A total maximum of one person shall work on the premises, who is not a permanent resident of the dwelling, except a barber or beauty shop may not include any non-resident employees.
16. **Instruction:** Any instruction or tutoring shall be limited to a maximum of one student on the property at any one time, and six (6) students on the property on any day.
17. **Barber/Beautician:** Any barber, beautician, hair stylist or similar personal service use shall only be permitted as a Home Occupation if: Only one person works on the premises, who must be a permanent resident of the dwelling and if the property is within the R-4 District or a Commercial District.
18. If the Home Occupation involves work occurring on a vehicle(s), such vehicle(s) shall not be parked on the lot or on abutting streets overnight.
19. **Traffic:** The use shall not routinely involve the arrival at the property for business purposes of more than ten vehicles per day, or the parking of more than four vehicles, or non-residents at any one time.