



## HOME OCCUPATION APPLICATION

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Date of Complete Application \_\_\_\_\_

File No. \_\_\_\_\_

**Application Fee Per Submittal:** APPLICATION AND ESCROW IS REQUIRED. Fees are listed based on application type. *For explanation of what application fee covers, see page 3 in Development Application.*

**Home Extended Business (Interim Use Permit):** Application \$300; Escrow \$400

**Land Use & Development Sign (for IUP):** Application \$50.00/sign

**OR**

**Administrative Home Occupation:** Application \$50.00

All Home Occupation applications (both Home Extended and Administrative) require the home occupation questionnaire to be filled out. The questionnaire is intended to illicit information related to the requirements of the Home Occupations Zoning ordinance. Home Extended Business applications are IUP applications and require a public hearing with the Planning Commission and action (either approval or denial) by the City Council. Questions can be directed to the City of Dayton's Planning & Zoning Department (763-427-4589 Ext 108).

**Form to be typed or printed in ink. If space provided is insufficient, use additional sheets, keeping information to the proper item number.**

1. \_\_\_\_\_  
Legal Description

2. \_\_\_\_\_  
Street Address of Property Involved

3. \_\_\_\_\_  
Fee Owner of Property      *This name will be used on legal documents*      Telephone No.

4. \_\_\_\_\_  
Address of Fee Owner      E-Mail

5. \_\_\_\_\_  
Applicant Name      Address      Telephone No.

6. State proposed use and a description of project proposed or variance requested.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Public hearing notices shall be mailed out to all properties/property owners within 500' of the subject property for applications requiring a public hearing.

The undersigned applicant hereby acknowledges:

Receipt of a copy of the applicable List of Required Submissions.

All required documents have been submitted with this application except:

\_\_\_\_\_

\_\_\_\_\_

**APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTAL DOCUMENTS HAVE BEEN RECEIVED.**

**Acknowledgment and Signature:**

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Dayton take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Dayton, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this petition.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Application Fees and Refunds**

Planning application fees cover the following costs: meeting room time, copies, and minutes. The escrow deposit will be utilized for the cost of staff review time, consultants, meetings with applicants, neighborhood meetings, preparation of staff reports, and preparation of legal documents, review and editing of Planning Commission minutes, staff reports, and public hearing and legal notices.

Application fees are nonrefundable. Any remaining funds in escrow accounts will be refunded after the application is deemed closed and all requirements of the approval or denial of the application are accepted. Should there be a balance in the escrow account, the balance shall be billed to the applicant.

**ADDENDUM TO LAND USE & DEVELOPMENT APPLICATION  
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

\_\_\_\_\_  
Applicant Name

Case File No. \_\_\_\_\_

\_\_\_\_\_  
Address of Property Involved

Placement of any application on City agendas is at the discretion of the City, including the time of consideration. An application will not be placed on any agenda until City staff has received the appropriate materials and financial matters are in order.

The undersigned acknowledges that before an application is considered complete, all required information must be provided by the applicant, and all required fees (including all up-front escrow deposits) must be paid to the City. If additional fees are required to cover costs incurred by the City, the Associate Planner or City Administrator has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) personnel costs, fees for consultants, legal assistance and other professionals, recording fees, along with other overhead costs. The amount of escrow is determined by the City of Dayton fee schedule in effect at the time of the application submittal.

You will receive a statement of account every quarter. If the escrow deposit is depleted before the application is concluded you may be required to make an additional deposit. The applicant acknowledges and agrees that failure to remain current may result in denial of the application.

There will be no credit given in cases where requests are denied or determined to be premature. We make every attempt to keep costs down. It is important that completed documents, plans, and designs be furnished by you and your consultants in a timely fashion in order to accomplish this. Incomplete submittals result in time consuming report writing and increased review time.

The applicant agrees the City may withhold the issuance of a building permit until all financial matters are resolved. If need be, the City reserves the right to pass outstanding balances from the application to Hennepin County to be assessed with next year's property taxes for the property involved as indicated on page one of this application and the Property Owner agrees to such assessment.

The signature of the Property Owner on this form hereby grant City staff and consultants and City officials access onto the subject property for the purpose of conducting site visits as part of the project review and consent to the review of such records of the Owner, Applicant or otherwise relating to the development as are necessary.

I acknowledge that I have read all of the information discussed in the City of Dayton development application and fully understand that I am responsible for all costs incurred by the City related to the processing of this application and agree with all items above.

\_\_\_\_\_  
Property Owner Signature

Date

\_\_\_\_\_  
Applicant Signature

Date

Applicant:
Case File No.:

<b>APPLICATION CHECKLIST</b>		
<b>Required Submissions</b>	<b>Submitted</b>	<b>N/A</b>
<b>Site Plan – Existing and Proposed</b> » Provide legal boundaries of the property, easements, buildings, parking lot layout, size of parking stalls, driveway widths, loading areas, parking lot lighting, curbing detail, sidewalks, vehicular circulation, setback lines, north arrow, Ordinary High Watermark of lakes, floodplains.		
<b>Home Occupation Questionnaire</b> » Provide information via the questionnaire describing your home occupation, how much of the home is used, whether an accessory building is used, how many employees (including subcontractors) report to the home, how much traffic is generated by the home occupation.		
<b>Completed Application Form</b> » Provide 3 complete <b>FOLDED</b> sets of all plans, filing fee, property owner's signature, signed Professional Fees Agreement. Provide all plans in electronic format		
<b>Submit the following all required documents in electronic format</b> » Provide all plans, drawings, narratives, attachments, etc. on a CD or flash drive (in PDF format).		
<b>OFFICE USE ONLY</b>		
Complete Application: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date: _____