



HOME OCCUPATION

General Information

Home Occupations are permitted as an accessory use within a residential district subject to strict regulations set forth in §275-42G(4) of the City of New Berlin Municipal Code. It is important to make sure your proposal meets all of the requirements set forth in §275-42G(4) of the City of New Berlin Zoning Ordinance in its entirety. **No exceptions, variances, or allowances will be made for home occupations within a residential district.**

The use approval process is authorized by City of New Berlin Municipal Code §275-24, which states that: No principal or accessory use, development, structure, or sign shall hereafter be located, erected, moved, reconstructed, extended, enlarged, structurally altered, occupied, or reoccupied; no site or premises shall be altered, used, changed, modified, or occupied; and no grading undertaken, until after the owner has applied for and the Department of Community Development staff and/or the Plan Commission has reviewed and approved an application for a zoning permit, based on compliance with the use, site plan, and architectural review standards set forth below. The Zoning Code in effect on the date of application shall apply.

The Administrative Permit process is authorized pursuant to the provisions of Section 275-17(B)(9) of the City of New Berlin Zoning Ordinance.

Fees (non-refundable)

Application Fee and Filing Fee (non-refundable). Please make check payable to the City of New Berlin.

Application	Fee	Filing Fee
Home Occupation	\$100	\$50

Procedure

Staff shall only review completed applications submitted with all required materials and information and shall only approve plans that meet all the requirements set forth in the Zoning Ordinance.

- 1. Pre-application conference (optional):** The purpose of the pre-application conference is to provide an opportunity for the applicant and the staff to discuss the review process schedule and submittal requirements, the scope of the project, and compliance with the Zoning Ordinance. Staff opinions presented during pre-application meetings are informational only and do not represent a commitment on behalf of the City regarding the acceptability of the development proposal.
- 2. Application and determination of completeness:** An application will be considered complete if it is submitted in the required number and form, includes all mandatory information, and is accompanied by the applicable fee. If an application is determined to be complete, the application shall be processed. If an application is determined to be incomplete, the Department of Community Development shall reject the application specifying the deficiencies.
- 3. Staff review and approval:** Once a submitted application is certified as complete, the Department of Community Development shall refer the application to the appropriate review agencies and/or City departments to review. Any

changes to the application or any accompanying plans or information may be permitted after submittal. Changes or additional submittals may cause the application to be rescheduled for a later meeting and/or re-start the routing and review procedure. If changes to the application are later found to result in an application that is not in compliance with the zoning ordinance, an amendment to the application will be required. If the application meets all the requirements of the Zoning Ordinance a Zoning Permit will be issued within five (5) days.

4. **Plan Commission action:** Applicants may appeal reasons for denial or condition of approval of Zoning Permits issued by the Department of Community Development before the Plan Commission at the meeting date written on the application. The request for appeal must be made in writing to the Director of Community Development. The Plan Commission may approve, approve with conditions, defer, table, deny with reason, refer to committee, or remove any applications from the agenda.

Application Check List

§275-24B Development Application

- _____ Completed Application
- _____ Electronic files of entire submittal

§275-20C Fees

- _____ Paid Fees
- _____ Schedule Inspection Date

§275-24C(2) Plan of Operation

- _____ A letter or report describing the project (1 copy).
 - The proposed use of the land, building and/or structures.
 - Activities to occur both inside and outside all principal and accessory buildings.
 - The frequency and duration of all activities, including the season, days, and hours of operation.
 - The total number of employees and number of on-site non-resident employees.
 - The number, size and type of all vehicles associated with the use.
 - Number of vehicle trips.

§275-24C(3) Site Plans

- _____ Site Plan drawn to a scale no greater than 1"=100' (1 copy).
 - Property boundaries and dimensions.
 - Existing buildings and structures.
 - Neighboring uses labeled.
 - Zoning setbacks labeled.
 - Parking areas, on-site/adjacent access drives and driveway locations for ingress & egress
 - Loading and unloading areas.
 - Pedestrian access.
 - Traffic generation and circulation.
 - Outside storage (dumpsters, inventory, trucks, rec. vehicles, etc).

§275-24C(4) Architectural/ Floor Plans

- _____ Architectural Plans at a scale no smaller than 1/8" = 1' or 8 1/2" x 11" (1 copy).
- _____ Building elevation or Property photo (1 copy).
 - Floor Plans – Showing area to be used for Home Occupation.
 - Building Elevations or Property Photo (digital photo).
 - Scaled color drawing of the sign, if applicable.

§275-21B Incomplete Applications

- All of the information listed is required for a complete application.
- Staff may request additional or more detail information to be provided for adequate review.
- If the required information is not included with the application, it will not be accepted.

§275-21C(2) Plan Revisions

- Based on comments from staff during the review process, the applicant may submit revised plans.
- The required number of copies shall be submitted for all revised plans.