



HOME OCCUPATION PERMIT APPLICATION

Per the Town of Selma Unified Development Ordinance, a Home Occupations is a profession or occupation that is: A. Conducted entirely within a dwelling and carried on by the resident(s) thereof, which use is incidental and secondary to the use of the dwelling for residential purposes and does not change the character thereof; B. Is not so insubstantial or incidental or is not so commonly associated with the residential use as to be regarded as an accessory use (see Section 17-405, Accessory Uses), but that can be conducted without any significantly adverse impact on the surrounding neighborhood. Home Occupations are subject to issuance of a zoning permit by the Town of Selma.

Home occupations are **NOT permitted** to include any of the following:

- A. Display of goods, stock-in-trade, or other commodities;
- B. Any on-premises retail sales;
- C. More than one (1) person not a resident on the premises employed in connection with the purported home occupation;
- D. It creates objectionable noise, fumes, odor, dust or electrical interference;
- E. More than twenty-five (25) percent of the total building footprint of residential buildings plus other buildings housing the purported home occupation or more than five hundred (500) square feet of the building footprint (whichever is less) is used for home occupation purposes; or
- F. Such activities depend upon the shipment or delivery of bulk materials

A Zoning Permit only demonstrates compliance with the Town of Selma Zoning Ordinance and does not imply compliance with the NC Building Code, Fire Code, NCDOT, or any other applicable agencies. It is the applicant's obligation to seek the appropriate permits.

FEE

Fees are due at time of submittal and may not be refunded. Fee shall be cash, check, or money order.

FEE: \$50.00

APPLICANT INFORMATION

Owner's Consent Form is required if applicant is not the property owner.

Applicant Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Owner (if different than applicant):

Name: _____

Mailing Address: _____

Phone Number: _____

Completed by Staff:

Date Received: _____ Amount Paid: _____ Permit #: _____

SITE INFORMATION

Write "N/A" if not applicable. Use additional sheets if necessary. If unsure of the correct information, site data (i.e. zoning districts and overlay districts) may be found on the Johnston County GIS website (<http://www.johnstonnc.com/gis2/>) and click "mapclick") or by speaking with Selma Planning staff.

Property Address: _____

Johnston County Tag #: _____

Lot Size: _____

Zoning District: _____ City Limits Extraterritorial Jurisdiction

Business Name: _____

Type of Business: _____

Describe Business Activity: _____

Will any business activity be conducted from the yard area (front or rear), or will anything in connection with the business be stored in a detached accessory building? No Yes

If yes, explain: _____

Describe any alterations to the dwelling or special equipment needed: _____

Number of residents in the home: _____ Number of residents involved in the business: _____

Number of employees/partners residing elsewhere: _____

Will customers or groups of people come to your home to obtain your services/products? No Yes

Vehicle Used in connection with the business: Make: _____ Model: _____ Type: _____

Size of dwelling/home: _____ square feet Area to be used for business: _____ square feet

Do you intend to use a sign on your vehicle? No Yes Sign on your property? No Yes

**Note: a separate sign permit is required for signage*

Is the property located in a Historic District: No Yes If Yes, district name: _____

Note: Properties in a Historic District are subject to Historic District guidelines pursuant to Section 17-420 of the Unified Development Ordinance, and may require a Certificate of Appropriateness from the Historic Properties Commission.

REQUIRED INFORMATION

The following items must accompany a Zoning Compliance Permit application (if not applicable, check "n/a"). Incomplete applications will not be reviewed until all materials have been provided.

Item	Yes	N/A
1. Permit Review Fee	<input type="checkbox"/>	
2. Completed and signed application	<input type="checkbox"/>	
3. Owner's Consent Form <i>Required if applicant is not the property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICANT AFFIDAVIT

I, the undersigned, to hereby make application and petition to the Planning Department of the Town of Selma to approve the subject Home Occupation Permit. I hereby certify that all activities will be carried out in compliance with the Unified Development Code and understand that violations will result in a Code Enforcement action and fine. I further certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material, and all attachments become official records of the Town of Selma, and will not be returned.

Print Name

Signature of Applicant

Date

STAFF ANALYSIS (completed by staff)

Zoning District: _____ City Limits Extraterritorial Jurisdiction

Lot Size: _____

Associated Project Approval Project #(s): _____

Flood Zone: _____ FIRM Map: _____

Associated Special Flood Hazard Area Development Permit #: _____

Water Supply Watershed Protection District: Yes No Permit required? Y/N

Historic District: Yes No

Utility Services: City Water Well City Sewer Septic Tank Gas Electricity

Is Structure in the Right-of-Way of any of the following (check all that apply):

City Utilities Railroad NCDOT or City Road Proposed Thoroughfare None

	Required	Provided
Lot Area		
% of Impervious Surface		
Lot Width		
Setbacks		
Front		
Side		
Rear		
Max Building Height - Principal		
Max Building Height - Accessory		
Accessory Building Setbacks from front and rear property lines		

Comments:



Town of Selma
Planning Department
114 N. Raiford St.
Selma, NC 27576
P: 919-965-9841
F: 919-965-4637
www.selma-nc.com

AGENT AUTHORIZATION / OWNER'S CONSENT FORM

Pursuant to Section 17-602 of the Town of Selma Unified Development Ordinance, written authorization is required from the property owner(s) if an agent will act on their behalf. A separate form is required from each owner. All fields must be completed.

AGENT/APPLICANT INFORMATION:

(Name)

(Address)

(City, State, Zip)

I hereby give CONSENT to the above referenced agent/applicant to act on my behalf, to submit applications and all required materials and documents, and to attend and represent me at all meetings and public hearings pertaining to the following processes *(list applicable requests)*:

Furthermore, I hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify that I have authority to execute this consent form as/on behalf of the property owner. I understand that any false, inaccurate or incomplete information provided by me or my agent will result in the denial, revocation or administrative withdrawal of this application, request, approval or permits. I further agree to all terms and conditions which may be imposed as part of the approval of this application.

OWNER AUTHORIZATION:

(Name)

(Address)

(Owner's Signature)

(City, State, Zip)