

North Whitehall Township



Lehigh County, Pennsylvania

3256 Levans Road Coplay, Pa 18037 Phone: 610-799-3411 / Fax: 610-799-9639

HOME OCCUPATION APPLICATION

PLEASE READ



INSTRUCTIONS

Please follow these instructions to the right completely, check off as completed or your permit will not be processed.

- 1. **Property Owner signature is REQUIRED** on this application or the application will NOT be processed.
- 2. **One check** is needed for zoning permit application **payable to North Whitehall Township** for the application fee
- 3. Attached questionnaire must be answered completely and submitted with this permit application.

A. ZONING PERMIT TYPE

HOME OCCUPATION (LIGHT)

HOME OCCUPATION (GENERAL)

B. PROPOSED USE (Provide Narrative in Questionnaire)

C. PROPOSED BUSINESS NAME

D. IDENTIFICATION

LOCATION (ADDRESS): _____

OWNER: _____ ADDRESS: _____ PHONE #: _____

APPLICANT: _____ ADDRESS: _____ PHONE #: _____

APPLICANT EMAIL ADDRESS _____

NOTE: SUBMISSION OF THIS APPLICATION GRANTS AUTHORIZED REPRESENTATIVES OF NORTH WHITEHALL TOWNSHIP ACCESS TO THIS PROPERTY AT ANY REASONABLE TIME TO INSPECT AND VERIFY THE PROPOSED USE. ALL INFORMATION CONTAINED WITHIN THIS APPLICATION MUST BE IN COMPLIANCE WITH ALL NORTH WHITEHALL TOWNSHIP ZONING ORDINANCES.

THE INFORMATION PROVIDED ON THIS APPLICATION BY THE APPLICANT(S)/OWNER(S) IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

PROPERTY OWNER SIGNATURE REQUIRED

APPLICANT SIGNATURE

DATE

FOR OFFICE USE ONLY

Zoning Review Approved/Denied by: _____

(Zoning Officer)

(Date)

DATE APPLICATION RECEIVED: _____

APPLICATION FEE: **\$50.00**

TOWNSHIP TOTAL: \$ _____

CASH / CHECK # _____

ZONING MISC. PERMIT # _____

APPLICATION FEE IS NON-REFUNDABLE



NORTH WHITEHALL TOWNSHIP ZONING DEPARTMENT

“GENERAL & LIGHT” HOME OCCUPATION QUESTIONNAIRE

This Questionnaire is required with Permit Application and reviewed prior to the issuance of any Home Occupation Permit.

Complete the required questions below and attach with Home Occupation Permit Application.

Part “A” Questions – (to be answered by all applicants)

1. Will the home occupation be completely indoors? Yes No
2. Will the home occupation be in the principle building OR accessory building?
 Principle Accessory
3. Will the home occupation be more than 25% of the total floor area of the principle structure?
 Yes No
4. Will there be outdoor operations or outdoor storage of materials, products or equipment?
 Yes No
5. Will there be use of show windows, business display or advertising visible from outside the premises?
 Yes No
6. Will the home occupation require regular servicing by or deliveries by a vehicle with an aggregate gross vehicle weight of more than 12,000 pounds, except for routine service by package delivery companies? Yes No
7. Will there be any use of machinery or equipment that produces noise, noxious odor, vibration, glare, electrical interference or radio or electromagnetic interference beyond the boundary of the property? Yes No
8. Will the home occupation provide ONE off street parking space for visitors? Yes No
 - a. If more than one space is needed, approval is required by Zoning Officer
9. Will the exterior of the building and the lot changed in such a way as to decrease its residential appearance? Yes No
10. Will the home occupation be conducted in a way that is perceptible in external effects (such as but not limited to noise, odors, traffic) from beyond the lot line between the hours of 9:00 p.m. and 7:30 a.m.? Yes No
11. Will the home occupation involve the storage or use of hazardous, flammable or explosive substances, other than types and amounts commonly found in a dwelling? Yes No
12. Will the address of the home occupation advertised in such a way that would encourage customers or salespersons to come to the property without an appointment? Yes No
13. Will there be more than one worker who NOT a resident of the dwelling need to regularly visit the residential property, such as to load or unload trucks on or adjacent to the property? Yes No

“GENERAL” HOME OCCUPATION QUESTIONNAIRE

“GENERAL” HOME OCCUPATIONS – (In addition to “Part A Questions” above, the following is required to answer by General Home Occupation Applicants)

1. Will any of the following signs larger than the maximum sign area of one square foot on each of two sides, with a maximum height of eight feet? Yes No
2. Will any sign shall be located within the existing right-ofway of a street, unless it is attached to a mailbox? Yes No
3. Other than the resident of the home occupation, how many “non-resident” employees will be working? Number _____
4. Will there be any instruction or tutoring conducted as part of the home occupation? Yes No
 - a. If “Yes” how many students will be on the property on any day? Number _____
5. If applicable, barber, beautician, hair stylist or similar personal service answer below:
 - a. Is the permanent resident working on the premises? Yes No
 - b. Is the building setback more than 15 feet from all residential lot lines? Yes No
 - c. Does the property abut a collector or arterial street? Yes No
6. If applicable, if the home occupation involves work occurring on a vehicle(s), such vehicle(s) will there be parking on the lot or on abutting streets overnight? Yes No
7. Will the use routinely involve the arrival at the property for business purposes of more than 10 vehicles per day or the parking of more than four vehicles of non-residents at any one time?
 Yes No

Provide a brief narrative of the proposed Home Occupation (use a supplement sheet if needed)

All uses need to be evaluated by the Zoning Officer and a determination will be made to assign it to either a “General” or “Light” use.

“General Home Occupations use requires approval by the Zoning Hearing Board. Applications to convene the Zoning Hearing Board can be obtained at the Township Building or on the web site. NOTE—All Special Exceptions need to be reviewed by the Zoning Officer prior applying to convene the Zoning Hearing Board.

The Zoning Hearing Board may determine that a proposed type of home occupation is significantly more intense than the average home occupation, and that the intensity creates a need for a larger than average setback. The Zoning Hearing Board can impose certain conditions for approval.

“LIGHT” HOME OCCUPATION QUESTIONNAIRE

“LIGHT” HOME OCCUPATIONS -- (In addition to “Part A Questions” above, the following is required to answer by Light Home Occupation Applicants)

1. Will the home occupation routinely involve the arrival at the property for business purposes of more than four vehicles per day? Yes No
2. Will the home occupation require a need for parking beyond what is typically provided for a dwelling? Yes No
3. Will there be persons other than the permanent residents of the dwelling working on the premises? Yes No
4. Will there be a sign identifying the business? Yes No

Provide a brief narrative of the proposed Home Occupation (use a supplement sheet if needed)

All Home Occupation uses need to be evaluated by the Zoning Officer and a determination will be made to assign it to either a “General” or “Light” use.

By my signature below, I certify the information I provided on and in connection with this form is true and correct to the best of my knowledge. I also understand that any false statements or deliberate omissions on this form may subject me to the denial of the permit application or legal actions.

Applicant signature (Sign and Print Name)

Date

FOR OFFICE USE ONLY

Date Received: _____

Permit Issued: Yes No

Reviewed by: _____

Permit Number _____

Date Reviewed: _____