

TOWNSHIP COOPERATIVE PLANNING ASSOCIATION

TCPA
4111 11th Avenue SW
Room 10
Rochester, MN 55902

Conditional Use Permit Application
HOME-BASED BUSINESS

PH: 507-529-0774
FX: 507-281-6821
EM: mail@tcpamn.org
WEB: www.tcpamn.org

TOWNSHIP: _____ DATE: _____

PROPERTY OWNER: _____ PHONE #: _____

PROPERTY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY PARCEL #: _____

REQUEST DESCRIPTION & REASON FOR REQUEST:

EXISTING USE OF PROPERTY:

HAS A CUP BEEN SOUGHT FOR THIS PROPERTY PREVIOUSLY?:
_____ - YES _____ - NO IF SO WHEN?: _____

APPLICANT SIGNATURE: _____ FILING FEE: _____

SIGNATURE DATE:

APPLICATION COMPLETE DATE:
_____ (TCPA)

60-DAY DATE:
_____ (TCPA)

HOME-BASED BUSINESS QUESTIONS: (Answer all of the following questions. Use a separate sheet if necessary.)

Give a brief description of your business:

- | | |
|--|--|
| | Will any part of the business be conducted within your home? |
| | If yes to above, how many square feet of the home will be utilized for the business? |
| | Will any part of the business be conducted within a detached accessory building? |
| | If yes to above, how many square feet of the accessory building will be utilized for the business? |
| | Do you propose to store equipment or products or supplies outside? |
| | If yes to above how many square feet of outdoor surface area will be utilized for the business? |
| | Do you propose to create a graded surface area for your business? |
| | If yes to above how many square feet will the area be that you are grading/creating? |

COMPLETE BOTH SIDES OF THIS APPLICATION

HOME-BASED BUSINESS QUESTIONS: - continued

	Will you be receiving deliveries on-site of materials or inventory?
	If yes to above is there room on site for delivery vehicles to enter, turn-around, and leave without having to back out onto the road?
	Will you have customers coming on-site as part of your business?
	If you will have customers coming on-site how many could potentially be there at one time?
	If you will have customers coming on-site how do you propose to handle parking?
	What are your proposed hours of operation?
	Will there be any employees who do not reside full-time on the subject property.
	If yes to above how many employees will work on-site in the business?
	Will you have employees who do not work on-site in the business?
	Do you or will you have garbage service to dispose of waste from your business?
	How do you propose to handle bathroom facilities for employees and/or customers?
	How many vehicles would be stored on-site that would be used in your proposed business?
	Does your proposed business require remodeling or additions to your home?
	Does your proposed business require remodeling or additions to—or the construction of—an accessory building?

USE THIS AREA IF YOU NEED ADDITIONAL ROOM FOR YOUR ANSWERS FROM ABOVE.

You must provide a site plan for your proposed home-business showing the following:

- Entrance and exit driveway(s).
- Parking areas—with dimensions—for employees and customers.
- Accessory building—with dimensions—proposed to be used for your business.
- Floor plan—with dimensions—of area within the house proposed to be used for your business.

This Home-Based Business Conditional Use Permit application will be considered incomplete and no action will be taken until the TCPA office is in receipt of; a.) this completed application form; b.) the site plan; c.) the filing fee.

COMPLETE BOTH SIDES OF THIS APPLICATION