

HOME OCCUPATION PERMIT APPLICATION

Centerton Planning Code 14.04.10 (A)

A Business License will not be issued for any Home Occupation without an approved HOP (Home Occupation Permit).

Home occupations that meet all the requirements of Code 14-04.10 (A) may be granted Administrative approval for Permits. with specific provisions. Home occupations that do not meet one or more of the requirements must be approved by the Planning Commission through the Conditional Use Permit procedure (See Conditional Use Permit Application and code 14.04.10 (B).

Although administrative approvals can often be processed by a member of the Centerton Planning staff upon submittal; it does depend on staff workload and/or receipt of all/completed information at time of submittal. Approval can take up to 5 business days to review and/or issue a permit approval.

Please complete the attached two (2) page Application and submit for Planning staff review at City Hall 290 N Main St.; or via email to planning@centertonar.us.

If approved, the HOP Application will be returned to you with the bottom portion (*labeled for staff use only*) completed. This will be your Home Occupation Permit and therefore should be kept for your records and accessible for future reference.

For your convenience a Business License Application is attached in the event you would like to complete and submit it with your HOP application for quicker turnaround time upon approval of the HOP. Please note, Home Based Business License is \$25. You may also pick one up at City Hall at any time. The contact number for Business Licenses is 479-795-2750 x28.

If you plan to display a Sign for your business you will need to submit a Sign Permit Application, also attached for your convenience, to Anthony Martinez, via one of the following methods.

- Email to amartinez@centertonar.us
- Mail to City Hall / PO Box 208, Centerton (Attn: Anthony Martinez)
- Drop off to Anthony at the Centerton Street Dept. 11509 Hwy 72 West, Centerton
- For additional information regarding signage, requirements for signage, or code enforcement, please visit our Web Site www.centertonar.us or contact Anthony Martinez via email or phone 479-224-6028.

Feel free to contact me with any questions.

Carletta Ross

Planning Assistant
City of Centerton
290 N. Main St.
Centerton, AR 72719
479-795-2750 x27
cross@centertonar.us



HOME OCCUPATION PERMIT APPLICATION / APPROVAL FORM

Planning: 479-795-2750 x27 cross@centertonar.us

Date: _____

HOP # _____ - _____

Business Name: _____	Business Owner: _____
Business/Property Address: _____	Phone #: _____ - _____ - _____
Zoning: _____ Lot _____ Blk _____ Subdivision _____	PID # _____ - _____ - _____
Is Property owned by Business Owner/Resident: _____ Yes _____ No (Additional Info/documents may be required)	

Type of Home Occupation Business:	
Online Purchasing & Resale	Office/Administrative Use
Services Offered	Other: _____

Description: (Type of merchandise/product being sold/purchased, service offered, # of Customers anticipated at a time during operating hours, # of Deliveries expected daily/weekly, etc.)

***** STAFF USE ONLY *****

Notes:

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Fire Inspection Required
		<input type="checkbox"/> PC Approval Required
X _____		<input type="checkbox"/> Ok to issue Bus. Lic.
Planning Dept. Representative		
Date: _____		PC Date: _____



HOME OCCUPATION CHECKLIST

Please indicate your answer to each of the following with a ✓

	Agree	Disagree	QUESTION
1			The home occupation is located completely within the principal dwelling unit.
2			The home occupation is solely operated by the owner(s) and/or occupant(s) of the dwelling. (No non-resident persons are employed or independently contracted.)
3			The home occupation/retail sales operation is not the primary use of the residence. (Primary use of the home is Residency, secondary is home occupation)
4			The home occupation does not occupy more than 25% of the gross habitable ground floor area of the principal dwelling unit.
5			The home occupation does not display merchandise or have outside storage equipment or materials. (Materials and equipment used to produce product for retail sale is stored completely within the dwelling or accessory structure.)
6			The home occupation does not alter the external appearance of the principal dwelling unit.
7			The home occupation does not create noise, vibration, glare, fumes, electromagnetic interferences, odors, or air pollution outside the principal dwelling unit.
8			The home occupation does not involve the storage of hazardous materials, other than substances of a type and quantity customarily associated with a home or hobby.
9			The home occupation will not cause more than one customer vehicle to be parking in the vicinity of the principal dwelling unit at a time.
10			The home occupation does not involve the external or visible manufacturing of goods on site.
11			The Intended use is not a Homestay/Air B&B use. (Reference Schedule of Uses 14.04.14 #86)

Note: Any temporary or semi-permanent visible signage or baller of advertisement will require a Sign Permit. _____
Initial

Do not sign this disclaimer if any of the above was checked "Disagree". (A Conditional Use Permit will be required for your home occupation prior to being issued a Business License)

 My below signature confirms that I, _____, have agreed to each of the above with integrity as True statements and agree to inform the City of any changes related to the above requirements, with the knowledge that a Conditional Use Permit for a Home Occupation may be required based on those changes. I also understand, and am aware, that the City has the authority to revoke and/or deny renewal of my Home Occupation Business License for failure to comply with the above requirements or failure to inform the City of changes within these requirements.

X _____

_____ / _____ / _____



2019 City Business License Application

City of Centerton
 Administration Department
 P.O. Box 208, Centerton, AR 72719
 Phone (479)795-2750 / Fax (479)795-2545

Business License # 19- _____

Business Name / Address	
Name of Business _____	
Physical Address _____	
Mailing Address _____	
Business Information	Business Owner Information
Manager's Name _____	Name _____
Tax Id # _____	Address _____
Business Description _____	City /State/ Zip _____
Business Phone () _____ - _____	Phone () _____ - _____
Business Fax () _____ - _____	Cell () _____ - _____
Business Email _____	Email _____
Business Hours _____	MAKE CHECK PAYABLE TO : CITY OF CENTERTON
Days Closed _____	
Payment	

Check Appropriate Box

- | | | |
|---|---------|----------------------------|
| <input type="checkbox"/> Door to Door Sales (add \$5.00 for each additional employee) | \$50.00 | <u>Department Approval</u> |
| <input type="checkbox"/> Home Based Business (Contractors are exempt) | \$25.00 | { } Fire |
| <input type="checkbox"/> New Business / Renewal / Daycares | \$50.00 | { } Building |
| <input type="checkbox"/> Non-Profit Organization (must provide proper documentation) | Waived | { } Planning |

APPLICATION FORM MUST BE RETURNED WITH PAYMENT

Municipal Code 4.04: The conducting and carrying on of any business, including but not limited to, all trades, occupations, vocations, callings and professions, except those specifically exempted in Section 3 of this ordinance, those specifically exempted by the laws of the state of Arkansas, and also excepting public utilities otherwise taxed by the city, within the boundaries of the city of Centerton, is hereby declared to be a privilege, and each and every person conducting or engaging in any such business shall apply for and pay for a license therefore in the amounts and procedural requirements as set out. For the purposes of this ordinance, "Business" is defined as any commercial activity whether such activity is the providing of a service or of goods.

SIGN PERMIT APPLICATION

CITY OF CENTERTON
11509 HWY 72W
CENTERTON, AR 72719
PHONE (479)224-6028

Application is hereby made for a Permit to erect and/or maintain an advertising sign in accordance with Centerton Sign Ordinance and where applicable, (HWY 102), the provisions of Act 640 of the 1967 Arkansas Legislature and in accordance with the rules and regulations established there under by the State Highway Commission. Off premise signs located along HWY 102 require conditional approval from the Centerton Planning Commission first, then approval from Arkansas Highway and Transportation Department, Environmental Division, P.O. Box 2261, North Little Rock, AR. 72203.
BANNERS & INFLATABLES PERMIT FEE \$10.00, ALL OTHER SIGNS \$50.00

PLEASE PRINT OR TYPE

NAME OF BUSINESS/FACILITY				TELEPHONE
NAME OF APPLICANT/OWNER/MANAGER	TITLE	BUSINESS MAILING ADDRESS	CITY	ZIP CODE
CONTRACTOR NAME	MAILING ADDRESS	CITY	ZIP CODE	TELEPHONE

PURPOSE OF APPLICATION

- New Construction (How is location marked - stake, flag, paint, etc.?) Existing Sign Enlarge Existing Sign Replace Existing Sign Face
 Add Illumination to Existing Sign Re-erect Existing Sign Other _____

THE FOLLOWING DRAWINGS MUST BE ATTACHED TO APPLICATION:

- Indicate your sign location by a diagram on reverse side of application or attachment Location (site plan) with all dimensions from row, property lines, etc.
 Drawing of the plans and specifications and method of construction and attachment to building or in the ground, including materials and illumination to be used in the erection and operation of the sign.

Site Address/Location

Zoning: A1 C1 C2 C3 I1 I2 RE R1 R2 R3 RTH-D RTH-M RC

NAME OF LANDOWNER	LAND OWNER SIGNATURE FOR PERMISSION OF SIGN ERECTION/MAINTENANCE		
MAILING ADDRESS	CITY	ZIP CODE	TELEPHONE

DESCRIPTION OF SIGN

Height of Sign: (from surface grade to top) _____ Ft. Height of Sign: (from bottom edge to top edge) _____ Ft.
Width of Sign: (from edge to edge) _____ Ft. Number of Sign Faces: _____
Total Area of Sign Face: _____ Sq. Ft. Total Area of Sign structure: _____ Sq. Ft.

Lighting: ILLUMINATED NONILLUMINATED TYPE OF ILLUMINATION: _____

If Illuminated an Electrical permit shall be obtained

Arrangement of Facing: Single Sided Back - to - Back "V" Type Side by Side Other _____

Sign Type:

- Awning Canopy Banner Development Entrance/Exit Freestanding Inflatable Neon
 Monument Multi-Tenant Portable Projecting Real Estate Subdivision Wall Window
 ELECTRONIC MESSAGE DISPLAY (EMD) OTHER _____

ON PREMISE OFF PREMISE (requires Centerton Planning Commission Approval) & may require AHTD approval.

Is AHTD Sign Permit required YES NO If YES then Centerton Planning Commission approval is Conditional based on AHTD approval.

CERTIFICATION

I certify that I have the authority to sign this application and statements made herein are true and correct. I certify that this sign will not encroach, in any manner, on private property, city property (ROW), state highway right-of-way and that it will be removed at no expense to the City of Centerton or AHTD if it is found to be an encroachment on city property (ROW), state highway right-of-way. I certify that this sign will comply with all City and/or State ordinances.

PLEASE PRINT NAME	SIGNATURE	TITLE/POSITION	DATE
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A PERMIT FOR ANY SIGN NOT ERECTED WITHIN SIX (6) MONTHS OF THE DATE OF THE PERMIT SHALL BE VOID.

FOR OFFICE USE ONLY

APPROVED BY CITY OF CENTERTON _____ DATE _____
DENIED BY CITY OF CENTERTON _____ DATE _____
Check Number _____ Amount \$ _____ Receipt No. _____ Cash\$ _____ Payment Date _____