

Chapter VI – Performance Standards

J. Home Occupations (Rev. 11-18-2010; Ord. 658)

A home occupation is that accessory use of a dwelling that shall constitute either entirely or partly the livelihood of a person living in the dwelling. All permitted home occupations require an approved conditional use permit.

1. Permitted Home Occupations

The following are permitted home occupations with an approved conditional use permit:

- * Childcare.
- * Dressmaking, sewing, and tailoring.
- * Home cooking and preserving.
- * Home crafts such as model making, rug weaving, lapidary work, and woodworking.
- * Laundry-related services.
- * Telephone answering and clerical work.
- * Tutoring, limited to four students at a time.
- * Other approved occupancy.

The following conditions must be met to meet the conditional use permit requirements:

- a. The home occupation does not change the outside appearance of the dwelling and is not visible from the street.
- b. The home occupation does not generate traffic, deliveries, parking, or sewerage and/or water use in excess of what is normal in the residential neighborhood.
- c. The home occupation does not create a hazard to person or property or generate hazardous waste.
- d. The home occupation does not create any detriments to the residential character of the neighborhood due to the emission of noise, smoke, dust, gas, heat, glare, vibration, electrical interference, or any other nuisance resulting from it.
- e. The home occupation does not result in the outside storage or display of anything except a nameplate no larger than two square feet in area which may only be attached to the wall of the dwelling.
- f. The home occupation does not utilize more than 25% of the total floor area of the dwelling. If an accessory building is used for such home occupation, it shall not exceed 625 square feet in total floor area.
- g. The home occupation is conducted by no more than two persons, one of whom shall reside within the dwelling.

**APPLICATION FOR PLANNING REQUEST
CITY OF PRINCETON**

Street address of property: _____ Zoning: _____

Legal Description: _____

Applicant:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Property Owner:

Name: _____ Phone #: _____

Address: _____

City/State/Zip: _____

Request Type: Variance Rezoning Conditional Use Permit Interim Use Permit

Plan Review Subdivision Plat Other _____

Description of request: _____

Existing use: _____

Is this a permitted use under the current zoning ordinance? Yes No If no, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously? Yes No
When? _____

When the City is required to get outside review, such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request, agrees to pay such fees.

Applicant Signature Date: _____

Application Received by: _____
Date: _____

APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made for a Conditional Use Permit for (description of Conditional Use Permit) _____

Address of Property: _____

Owner: _____

Address: _____

_____ Phone: _____

Applicant: _____

Address: _____

_____ Phone: _____

The following information is submitted in support of this application.

- 1) Completed application for Conditional Use Permit.
- 2) Cash fee \$_____
- 3) Legal description of the property.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

I have read and understand the instructions supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

I agree to allow access by City authorized persons in, on, or to the property for purposes of review of this application and any necessary inspections.

Applicant's Signature

Date

Name of Applicant: _____

Address: _____

Phone: _____

Name and Address of Additional Contract(s): _____

Phone: _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant: _____

Phone: _____

Street address/legal description of subject project: _____

Signature

Date

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

Chapter IV

Administration and Enforcement

3. Conditional Use Permit (Rev. 03-08-12; Ord. 681)

A. Procedure

1. Application for Permit

An applicant desiring a Conditional Use Permit shall fill out and submit to the Princeton Zoning Administrator an Application for Conditional Use form, copies of which are available from the Zoning Administrator. The appropriate fee shall be paid in order for the application to receive consideration by the Planning Commission.

2. Public Hearing

The Planning Commission shall hold at least one public hearing on each application for a Conditional Use Permit after notice of the hearing has been published in the official newspaper at least 10 days before said hearing. The Planning Commission shall also cause a notice to be mailed to each of the owners of property located within 350 feet of the boundary lines of the property upon which such use has been requested. The Planning Commission decision will serve as the final ruling and the decision will be reported to the City Council for information only. If a determination for denial is made, findings of fact shall be provided.

3. Appeal

Upon denial by the Planning Commission, the applicant shall have thirty (30) days to file an appeal with the Zoning Administrator. Such appeal shall be heard by the Board of Adjustments within sixty (60) days of the date that such appeal is submitted to the Zoning Administrator.

Chapter IV – Administration and Enforcement

B. Standards

The Planning Commission shall grant a Conditional Use Permit and shall order the issuance of such permit only if it finds that such use at the proposed location complies with the following standards:

1. The proposed use does not violate the health, safety or general welfare of Princeton residents.
2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
3. Adequate parking and loading is provided in compliance with the Ordinance.
4. Possible traffic generation and access problems have been addressed.
5. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.
6. The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.

C. Conditions

In approving any Conditional Use Permit, the Planning Commission may impose conditions which it considers necessary to meet the standards of this ordinance and to protect the best interests of the surrounding area or the City as a whole. Failure by the applicant or property owner to comply with the conditions of approval shall result in the revocation proceedings according to subsection E.

These conditions may include, but are not limited to, the following:

1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;
2. Off-street parking and loading areas where required, with particular attention to the items in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property;
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
4. Utilities, with reference to location, availability, and compatibility;
5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property;

Chapter IV – Administration and Enforcement

6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

D. Expiration

The applicant or property owner shall make a complete application for all permits necessary for operation of the conditional use permit within 12 months of the conditional use permit approval, and the project shall be substantially complete within 24 months of issuance of the first such permit. The Planning Commission has the authority to grant extensions where reasonably necessary.

Failure by the applicant or property owner to initiate construction as stated above shall result in the revocation proceedings according to subsection E.

E. Revocation

1. Appropriate notice and public hearing process, according to subsection A.2, shall take place prior to the revocation of a conditional use permit.
2. Revocation of a conditional use permit shall be based upon factual evidence and include findings of fact.