

Town/Village of Harrison

W5298 Hwy 114
Menasha, WI 54952
Phone: 920.989.1062

HOME OCCUPATION & HOME BUSINESS APPLICATION

Applicant Information			
Applicant Name (Indiv., Org. or Entity)	Authorized Representative	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
Landowner Information (if different than Applicant)			
Name (Organization or Entity)	Contact Person	Title	
Mailing Address	City	State	Postal Code
E-mail Address	Telephone (include area code)	Fax (include area code)	
Project or Site Location			
Site Address / Location:	Location ID(s):	Plat / CSM / Lot No.:	
Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE	Section:	Township: N	Range: E
Legal Description:			
Current Zoning:		Current Use:	
Lot Dimensions: Front:	Side:	Rear:	Side:
Lot Area:		<input type="checkbox"/> acres or <input type="checkbox"/> square feet	
Project Information (attach separate document if needed)			
Please check one (1)	What room(s) of home will be used?: _____	What is the room size?: _____	
<input type="checkbox"/> Home Occupation	What are the hours of operation?: _____	What equipment will be used?: _____	
<input type="checkbox"/> Home Business	What type of vehicle will be used?: _____	How will restroom facilities be provided?: _____	
<input type="checkbox"/> Home Business	Will there be signage?: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, it may be no more than four (4) square feet. Where is the sign located?: _____		
Fees			
<input type="checkbox"/> \$150.00			
Certification & Permission			
Certification: I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all of the provisions of the ordinances and/or permit may result in notices, fines / forfeitures, stop work orders, permit revocation, and cease & desist orders.			
Permission: As landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, to determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.			
Applicant Signature		Date Signed	
Landowner Signature (required)		Date Signed	

LEAVE BLANK – FOR MUNICIPAL USE ONLY			Inspections:
Date Complete Application Received:	Fee Received:	\$	Date Approved:
	Receipt No.:		
	Permit No.:		

Home Occupation Standards. All home occupations shall comply with the following standards:

- a. Use. A home occupation or activity shall be clearly incidental and subordinate to the use of the premises as a dwelling, and shall be carried on wholly within the residential dwelling by a member of the family residing on the premises.
- b. Operator. No person other than members of the family residing on the premises shall be engaged in such occupation.
- c. Size. The total area used for the home occupation shall take up no more than twenty-five percent (25%) of the habitable dwelling area.
- d. Dwelling Alteration. No internal or external alterations or special construction of the premises are involved, including the creation of a separate or exclusive business entrance, and there shall be no other exterior indication that a home occupation exists, except as provided in this section.
- e. Nuisance. No equipment shall be used which creates offensive noise, vibration, sound, smoke, dust, odors, heat, glare, X-rays or electrical disturbance to radio or television transmission in the area that would exceed what is normally produced by a dwelling unit in a residential zoning district.
- f. Customers. No generation of substantial volumes of vehicular or pedestrian traffic or parking demand is created. Visitors in conjunction with the home occupation (clients, pupils, sales persons, etc.) will be limited to no more than two (2) visitors at one (1) time.
- g. Vehicles. No more than one (1) vehicle shall be used in connection with a home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional passenger transportation (i.e., passenger automobile or vans and pickup trucks).
- h. Storage and Display. No outdoor display or storage of materials, goods, supplies or equipment shall be allowed.
- i. Signage. A home occupation use shall be limited to one (1) non-illuminated wall sign that does not exceed four (4) square feet in area.
- j. Sales. Sale and/or rental of product is permitted on an appointment basis only.
- k. Restrooms. If customers or employees are present or expected, then restroom facilities that meet all town and state building codes shall be provided.
- l. Parking. Off-street parking shall be available for customers and employees.

Home Business Standards. All home businesses shall comply with the following standards:

- a. Use. A home business or activity shall be clearly incidental and subordinate to the use of the premises as a dwelling, and shall be carried on wholly within an enclosed structure by a member of the family residing on the premises.
- b. Operator. Only one (1) person may be employed on the site in connection with the home business who is not an actual resident of the dwelling unit.
- c. Size. The total area used for the home occupation shall take up no more than twenty-five percent (25%) of the dwelling area (including attached garage) or be located in a permitted accessory building.
- d. Dwelling Alteration. No internal or external alterations or special construction of the premises are involved, including the creation of a separate or exclusive business entrance, and there shall be no other exterior indication that a home businesses exists, except as provided in this section.
- e. Nuisance. No equipment shall be used which creates offensive noise, vibration, sound, smoke, dust, odors, heat, glare, X-rays or electrical disturbance to radio or television transmission in the area that would exceed what is normally produced by a dwelling unit in a residential area.
- f. Customers. No generation of substantial volumes of vehicular or pedestrian traffic or parking demand is created. Visitors in conjunction with the home occupation (clients, pupils, sales persons, etc.) will be limited to no more than two (2) visitors at one (1) time.
- g. Vehicles. No more than one (1) vehicle shall be used in connection with a home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional passenger transportation (i.e., passenger automobile or vans and pickup trucks).
- h. Storage and Display. No outdoor display or storage of materials, goods, supplies or equipment shall be allowed.
- i. Signage. A home occupation use shall be limited to one (1) non-illuminated wall sign that does not exceed four (4) square feet in area.
- j. Sales. Sale and/or rental of product is permitted on an appointment basis only.
- k. Restrooms. If customers or employees are present or expected, then restroom facilities that meet all town and state building codes shall be provided.
- l. Parking. Off-street parking shall be available for customers and employees