



P.O. Box 447
Lake Elmo, Minnesota 55082
651-436-4773

Office Use Only

Permit # Issued _____
Date of Issue _____

**HOME OCCUPATION
APPLICATION AND PERMIT
for a business operated out of a residence.**

Applicant/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

If property owner is different from applicant:

Owner/s: _____

Address: _____

Telephone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Detailed Description of Business (use separate sheets to attach additional detail): Need to be specific about details of business, customers, workers, materials used and generated, hours of operation and hours of workers, storage, parking...)

Number of employees:

(See West Lakeland Ordinance Section 10.2.1.1)

Residing on premises _____

Working at above address but not residing on premises _____

Number of family members who are working in business _____

What is the amount of weekly traffic (vehicular trips per week) associated with the business – (e.g. delivery of supplies, shipping of product, increased parcel delivery and pickup, workers arriving on site, customers...)?

Proposed hours of operation: Hours per day: _____ Days of operation per week: _____ (Operation means any time business is worked on with or without customers) (See West Lakeland Ordinance Section 10.2.1.7)

Number of parking spots for employees on lot: _____ (If number of employees is greater than available parking spots, what is proposed location for excess parking?) (See West Lakeland Ordinance Section 10.2.1.6)

Describe proposed screening for all vehicles, trailers stored outside (See West Lakeland Ordinance Section 10.2.1.6) _____

Number of vehicles being stored on the site and the location and conditions of storage (See West Lakeland Ordinance Section 10.2.1.2) _____

Signage (If "yes", add description) Yes _____ No _____ (See West Lakeland Ordinance, section 10.2.1.10) _____

Provide details of material stored or used on site (size, volume, types of materials, quantity of goods, storage location) and why outside storage is needed. (See West Lakeland Ordinance Section 10.2.1.3)

Will any hazardous materials will be used and/or stored at the location? If so, provide plans for handling of these materials. Include all material safety data sheets for all materials. (See West Lakeland Ordinance 10.2.1.8)

Provide information relating to potential noise generation (i.e. processes that could potentially produce noise, vibration, dust, smoke, electrical disturbances, odors, heat, glare.): (See West Lakeland Ordinance Section 10.2.1.5)

Provide map of property from Washington County GIS showing the lot and storage locations (if applicable), outside work locations, and house and structures on adjoining lots.

_____ Signature of Applicant	_____ Date
_____ Signature of Applicant	_____ Date
_____ Signature of Owner (if different from applicant)	_____ Date

Below is for West Lakeland Board Use Only

List of additional conditions agreed to by West Lakeland Board

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This permit application has been approved by:

Signature of West Lakeland Board Chair

Date