



HOME OCCUPATION APPLICATION
139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5815

I hereby make application for those named below to establish a home occupation as an accessory use of the residential dwelling unit on the premises known as:

Property Address: _____
Applicant Name: _____
Phone: _____ Email: _____
Proposed Type of Business Use: _____
Company Name: _____

Summary of Regulations

- A Home Occupation is a business, profession, occupation, or trade that is conducted within a residential dwelling unit for the economic gain or support of a resident of the dwelling and is incidental and secondary to the residential use of the lot and does not adversely or perceptively affect the character of the lot or surrounding area.
- Signage: No signage or advertising is allowed other than a small, non-illuminated wall sign not more than one square foot in area mounted flush to the façade of the principal dwelling.
- Parking: Parking of *more than one vehicle containing commercial advertising* is considered display of exterior evidence of the secondary use and *is prohibited*. No vehicle shall be parked on the premises or public right-of-way that does not conform to the City Traffic and Property Maintenance Codes.
- Business License: Any person who engages in any business, occupation, pursuit, profession, calling, avocation or trade within the City limits of Kirkwood is required to have a business license, unless specifically exempted by law.

I have read and understand the attached definition and associated regulations of the Home Occupation use and agree to abide by such. I further understand that failure to comply with such regulations shall be considered a violation of the City of Kirkwood Zoning Code and may result in appropriate action by the City.

SIGNATURE OF APPLICANT:

DATE:

<i>City Use Only</i>	<i>Date Stamp</i>
Approved Occupancy: _____	
Approved Home Occ: _____	
Denied Home Occ: _____	
Comments: _____	

CITY OF KIRKWOOD ZONING CODE

ARTICLE V: ACCESSORY USES AND STRUCTURES

Section 25-45(j) Home Occupations

The following standards for home occupations are intended to provide reasonable opportunities for employment within the home, while avoiding changes to the residential character of a dwelling that accommodates a home occupation, or the surrounding neighborhood, where allowed by this section.

- (1) The home occupation shall be clearly secondary to the full-time use of the property as a residence.
- (2) Any home occupation that provides services where members of the public visit or enter the premises may be permitted if designed to accommodate one client at a time and which meets all other applicable requirements for home occupations.
- (3) **PERMITTED HOME OCCUPATIONS. THE FOLLOWING USES ARE EXAMPLES OF USES THAT MAY BE APPROVED AS A HOME OCCUPATION WHEN IN COMPLIANCE WITH THIS SECTION:**
 - (i) Art and craft work including, but not limited to ceramics, painting, photography, dressmaking, sewing, weaving, tailoring, ironing, washing, and sculpting;
 - (ii) Office-only uses, including, but not limited to, an office for an architect, financial advisor, attorney, consultant, counselor, insurance agent, planner, tutor, contractor, or writer;
 - (iii) Personal service establishments including, but not limited to, beauty parlors, barber shops, or licensed massage or physical therapy;
 - (iv) Mail order, online businesses, or direct sale product distribution (e.g., Amway, Avon, Creative Memories, Pampered Chef, etc.); and
 - (v) Other similar uses that the Director of Public Services determines to be similar in nature and impact on the property and surrounding neighborhood.
- (4) **PROHIBITED HOME OCCUPATIONS. THE FOLLOWING ARE BUSINESS ACTIVITIES THAT ARE PROHIBITED AS HOME OCCUPATIONS:**
 - (i) Animal hospitals, grooming, and boarding facilities;
 - (ii) Automotive and other vehicle repair and service;
 - (iii) Construction, landscaping, or similar contractor facilities and storage (an office-only use is allowed in compliance with the above section) and other outdoor storage;
 - (iv) Fitness/health facilities that provide group activities or services;
 - (v) Medical clinics, laboratories, or doctor's offices;
 - (vi) Parking on, or dispatching from the site, any vehicle used in conjunction with the home occupation (e.g., landscaping services, house cleaning, taxi services, construction, etc.) with the exception of a vehicle owned and operated by the home owner or tenant;
 - (vii) Uses that require explosives or highly combustible or toxic materials;
 - (viii) Welding and machine shop operations;
 - (ix) Retail uses with on-site sales;
 - (x) Wood cutting businesses; or
 - (xi) Other similar uses as determined by the Director of Public Services.
- (5) **OPERATING STANDARDS**
 - (i) Permitted home occupations shall not create an adverse effect on the residential character of the zoning district or interfere with the reasonable enjoyment of adjoining properties.
 - (ii) The hours of operation for any home occupation shall be between the hours of 6:00 a.m. and 8:00 p.m. unless the home occupation is an office use or other use that does not require clients, employees, or other people to visit the dwelling, in which case the hours of operation shall not be limited.
 - (iii) No equipment shall be used which will create any dust, noise, odors, glare, vibrations, or electrical disturbances beyond the lot.
 - (iv) All storage of materials, goods, supplies, or equipment related to the operation of a home occupation shall be inside the structure.

- (v) The residential building shall not be altered in any manner that is intended to change the residential appearance of the dwelling to a building with a commercial appearance. There shall be no separate entrance created solely for the home occupation.
- (vi) At least one resident of the dwelling shall operate the home occupation and there may be up to one employee on-site who does not reside at the dwelling.
- (vii) The operator of a home occupation in a rental unit shall be able to demonstrate that the property owner has authorized the use of the unit for a home occupation.
- (viii) No more than 25 percent of the floor area of any one story of the dwelling unit shall be devoted to such home occupations.
- (ix) No additional off-street parking or loading facilities shall be provided beyond that traditionally used for residential uses. No additional driveways shall be established for the use of the home occupation.
- (x) There shall be no signs other than the wall signs allowed on a dwelling in Chapter 5, Article II, of the Municipal Code.
- (xi) Traffic shall not be generated by such home occupation in significantly greater volume than would normally be expected in the residential neighborhood.
- (xii) There shall be no window display or outdoor storage or display of equipment, materials, or supplies associated with the home occupation.
- (xiii) Activities conducted and equipment or material used shall not change the fire safety or occupancy classifications of the premises.
- (xiv) When any home occupation results in an undesirable condition interfering with the general welfare of the surrounding residential area, such home occupation may be terminated by the Director of Public Services.

ARTICLE IX: PARKING, ACCESS AND MOBILITY STANDARDS

Section 25-64(I) Special Parking Regulations for Residential Zoning Districts

(1) Prohibited Vehicles

- (i) The following vehicles shall be prohibited from being parked in residential zoning districts:
 - a. All vehicles that have a dump-type bed;
 - b. All motorized construction equipment;
 - c. All vehicles that exceed 10 feet in height above the grade;
 - d. All trailers used to transport equipment or construction vehicles; and
 - e. More than one vehicle outlined in (2), below.
- (ii) The above vehicles may be parked or stored inside approved garages.

(2) PERMITTED VEHICLES

- (i) The following vehicles shall be parked behind the front line of the existing dwelling and screened from view from any right-of-way and from adjacent properties:
 - a. Vehicles that have dual rear wheels;
 - b. Vehicles that exceed seven feet six inches in height above grade.
 - c. All trailers not prohibited in (1), above.
- (ii) Screening may consist of an evergreen hedge that provides continuous screening from adjacent properties or by solid fencing with a maximum height permitted in the applicable zoning district.