



For Official Use Only	
Case Number:	
Hearing Date:	
Ad Date:	
Application Fee:	\$650.00
Amount Paid:	
Date Paid:	

ZONING BOARD OF APPEALS CONDITIONAL USE HOME OCCUPATION APPLICATION

The completed application form, supporting plans and other documentation in **PDF form ONLY**, as well as your **citizen portal account name** must be sent to zbadigital@cityoffrederickmd.gov on or before **3:00** PM on the application deadline date. Any files that are larger may be sent via a shared link. You will need to remove your email signature image before submitting. Please make sure all files submitted are legible. Incomplete applications will not be accepted.

*Payment of fees by credit card is preferred via our [Citizen Access Portal](#), please contact Carreanne Eyer at ceyer@cityoffrederickmd.gov for additional payment options if needed.

APPLICANT INFORMATION (OWNER'S AFFIDAVIT MUST BE SUBMITTED WITH APPLICATION IF APPLICANT IS NOT THE OWNER)	
Contact Name:	
Firm/Company:	
Address:	
Phone:	email:
OWNER INFORMATION	
Name:	
Firm/Company:	
Address:	
Phone:	email:

CONDITIONAL USE CRITERIA
Please provide a response to each of the statements below regarding the proposed home occupation as required under Section 829(b).
(1) The applicant must provide guarantees that the use of a property as a home occupation will not constitute a nuisance because of increased pedestrian or vehicular traffic, noise, or other activity associated with the use of the dwelling for business purposes which may be disruptive to the residential character of the neighborhood.

(2)	A home occupation must be secondary to the residential use of the property and shall be conducted totally within the dwelling. Not more than Twenty (20) percent% of the floor area of the dwelling or three hundred (300) square feet, whichever is greater, may be devoted to a home occupation.
(3)	Only one person who is not a resident of the dwelling may be employed/work/volunteer on site in conduct of a home occupation.
(4)	A home occupation may not result in any external evidence that a building is being used for any purpose other than a dwelling.
(5)	Except for the permitted employee who may be employed, a home occupation may result in no vehicular traffic, except for a maximum of one (1) daily local home delivery from services such as UPS or FedEx, and in no case shall result in delivery by tractor trailer trucks.
(6)	If deemed appropriate, the Board may permit a home occupation for a specified period of time with periodic review and approval required to ensure conformity with the conditions and requirements.

I hereby attest that the information provided on and attached to this application is complete and correct.

Signature of Applicant/Agent

Date