



## **PROCEDURE FOR FILING FOR A HOME OCCUPATION PERMIT**

The Zoning Ordinance of the Town of Six Mile provides for Home Occupation Permits to allow citizens to conduct business operations within their homes in residential districts, provided several criteria are met. The business may be conducted only by residents of the dwelling unit. The business may not utilize more than fifty percent (50%) of the dwelling unit. No alteration or change to the character or exterior appearance of the principal building from that of a dwelling may be made. The activity shall not create any disturbing or offensive noise, vibration, smoke, dust, odor, heat, glare, traffic hazard, unhealthy, or unsightly condition. The activity shall not be visibly evident from outside the dwelling, except that one sign to be no longer than three (3) square feet mounted against a wall of the principal building may be used. No more than one customer or client is to visit the business at any one time. No commercial trucks are to visit the site.

In order to allow Town Officials and citizens periodic review of the impacts of the Home Occupations, Home Occupation Permits are issued by the Zoning Administrator for a specified period of up to twenty-four (24) months. An unlimited number of renewals are permitted; however, the approval of a permit or a renewal in no way obligates the town to approve any additional renewals. In addition, the Town Council is authorized to place reasonable conditions on a Home Occupation Permit necessary to preserve the quiet residential character of the area in which the subject parcel is located. A Home Occupation Permit may be revoked at any time for the violation of any ordinance of the Town of Six Mile, or for violation of any conditions placed on the permit. Applicable sections of the Town Zoning Ordinance apply.

The Town of Six Mile has established the following procedures for filing an application for a Home Occupation Permit to ensure that proper consideration is given to all applications, legal advertising requirements are met, the activity requested is applicable under the Customary Home Occupation provision, necessary information for the determination of the character and impacts of the proposal is provided, and public input is taken into account in rendering a decision.

## **Procedures:**

1. Obtain an Application for a Home Occupation Permit from the Town Clerk.
2. Complete the application. Be sure to attach a boundary survey of the subject parcel. Also, attach documentation to prove ownership or tenancy, such as a copy of a deed, tax receipt, lease, etc.
3. Submit an application fee of \$ 75.00.
4. In seeking a Home Occupation Permit, it is the responsibility of the applicant to show that the activity requested will not affect the residential character of the neighborhood in which the subject parcel is located, and will not impose any undue impacts upon neighboring properties. The submission of any information to help the Zoning Administrator in making a determination, such as a description of the intended use, a site plan, architectural notes, a landscape plan, or similar material, would enhance the application.
5. Return the completed application, all attachments, and the application fee to the Town Clerk, who will pass the information on to the Zoning Administrator.
6. The Zoning Administrator will make a decision on the Home Occupation Permit request within thirty (30) days of the submission of an application.
7. A file of Home Occupation Permits issued, with any applicable special conditions, and time limitations, shall be maintained for public inspection in Town Clerk's Office.
8. A business license shall be obtained after approval from the Zoning Administrator and shall be renewed yearly to remain an active Home Occupation.

**APPLICATION FOR A HOME OCCUPATION PERMIT  
SIX MILE, SOUTH CAROLINA**

- A. Complete the application form.
- B. Attach a copy of a survey or plat of the subject property.
- C. Attach proof of ownership, or tenant lease.
- D. Attach any additional information to be used in evaluating this application.
- E. Submit an application fee of \$75.00

1. Address of Subject Parcel: \_\_\_\_\_

2. Current Zoning Classification \_\_\_\_\_

3. Tax Parcel Number: \_\_\_\_\_

4. Printed Name of Applicant (Must be a resident of the subject parcel.)

\_\_\_\_\_

Address: \_\_\_\_\_

Phone (W) \_\_\_\_\_ (H) \_\_\_\_\_

5. Printed Name of Property Owner (If other than the applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

6. Describe the activity desired for which a Home Occupation Permit is sought?

\_\_\_\_\_  
\_\_\_\_\_

7. Will a sign be utilized? (Note: Only one sign, which is to be non-illuminated, no greater than (9) square feet in size, and mounted flush against the wall of the dwelling, is permitted.)

Yes                       No

**If "No" is checked, no sign will be permitted for this activity without the permission of Town Council.**

8. List any large machinery, inventory, equipment, or parts necessary for the conduct of the activity requested, and describe how the use, operation, or storage of said machinery, inventory, equipment, or parts will be undertaken in order to not alter the residential character of the subject property.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date