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	<i>Date Filed</i>	<i>Fee</i>	<i>Application Number</i>



JOHNSON COUNTY, IOWA

APPLICATION FOR: ADMINISTRATOR APPROVAL – HOME OCCUPATION

Application is hereby made to authorize a home occupation on property located at (street address if available or layman's description):

Parcel Number(s): _____

The property consists of _____ total acres, and is currently zoned _____

Note: Approval of this home occupation is subject to the conditions outlined in chapter 8:1.23(P) of the Unified Development Ordinance and any other conditions deemed appropriate by the Zoning Administrator to protect public health, safety, and welfare.

The undersigned affirms that the information provided herein is true and correct. If applicant is not the owner, applicant affirms that the owner(s) of the property described on this application consent to this application being submitted, and said owners hereby give their consent for the office of Johnson County Planning, Development, and Sustainability to conduct a site visit and photograph the subject property.

Name of Owner

Name of Applicant (if different)

Applicant Street Address (including City, State, Zip)

Applicant Phone

Applicant Email

Applicant Signature

[See back page for Application Submittal Requirements and Checklist](#)

[Applications should be emailed to planning@johnsoncountyiowa.gov and delivered to the Planning, Development and Sustainability Office \(913 South Dubuque Street, Iowa City, IA 52240\)](mailto:planning@johnsoncountyiowa.gov)

The following items must be submitted for the application to be complete. Preference is that electronic submission is provided prior to hard copy submission.

Initial each empty box below to ensure you included all necessary information in the appropriate form for an application to be considered complete. Some items may require both electronic and physical copies.

Item Required	Electronic Copy (PDF unless otherwise noted)	Hard Copy
Application Fee (\$100)		
This application form with all information completed		
<p>A brief cover letter explaining the application and outlining the specifics of the intended end use. At a minimum, the letter must include:</p> <ul style="list-style-type: none"> • Number of customer visits anticipated per month, and the number of customers that may be on the property at one time. • All structures on the property that will be used in conjunction with the home occupation. • Number of parking spaces to be provided. • The hours and days of operation, including specific days open to the public (if applicable). 		
An informal site plan showing the property outlined in red, the required parking spots clearly marked (with dimensions), and all structures to be used as part of the home occupation clearly indicated		
Proof from the Johnson County Health Department that the existing septic system can accommodate the proposed business use and any customer visits anticipated		