

**HOME OCCUPATION PERMITS  
APPLICATION FOR HOME BASED BUSINESSES  
City of Neodesha, Kansas**

Date of request: \_\_\_\_\_

Owner: \_\_\_\_\_

Address of proposed home based business: \_\_\_\_\_

Residential Zone:  R-1  R-2

Primary Residence:  Yes  No

Describe proposed business: \_\_\_\_\_

\_\_\_\_\_

Size of structure to be used: \_\_\_\_\_

Number of employees and job titles: \_\_\_\_\_

Of these employees, give names of family members and the positions they occupy:

\_\_\_\_\_

Scaled diagram of proposed parking attached:  Yes  No

Handicapped accessible:  Yes  No

Describe environmental emissions: \_\_\_\_\_

Anticipated noise level of business: \_\_\_\_\_

The undersigned has reviewed and hereby agrees to comply with the City of Neodesha Codes regarding Home Based Businesses. (*See reverse side.*)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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FOR INTERNAL USE ONLY

Application No. \_\_\_\_\_ Date Application Rcvd. \_\_\_\_\_

Received by: \_\_\_\_\_ Fee Received: N/A

Disposition:  Approved  Denied  Returned (Applicant needs to apply for either a Variance or Conditional Use Permit. Correct form enclosed.)

Comments: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
*City Clerk* \_\_\_\_\_  
*Date*

**CODE OF THE CITY OF NEODESHA, KANSAS**  
**ARTICLE 3. HOME OCCUPATION PERMITS**

16-301. REQUIREMENTS FOR PERMIT. Home occupations may be permitted in residential, R-1, and R-2 zones. An application for a home occupation permit must be obtained from the city administrator or his or her designee. The following criteria shall be employed to determine a valid home occupation:

(a) Any commercial use which:

(1) Is customarily carried on in a dwelling unit or accessory structure, such accessory structure shall not be larger than 600 square feet of gross floor area and not more than 20 feet in height.

(2) Is carried on by a member of the family residing in the dwelling unit and may not regularly employ more than one person outside the family.

(3) Is clearly incidental and secondary to the uses of the dwelling unit for residential purposes shall be carried on wholly within the principal dwelling unit or an accessory structure.

(4) There shall be no exterior display, no exterior sign larger than four square feet in area, no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building.

(5) There shall be no exterior parking of more than one automobile or truck that is associated with the home occupation.

(6) No offensive noise, vibration, smoke, dust, odors, heat or glare shall be produced.

(7) A home occupation shall not be interpreted to include retail stores, restaurants, and dog or other animal kennels.

(Ord. 1387, Sec. 1)

16-302. PERMIT REQUIRED; APPLICATION PROCEDURE. Every owner or operator of a home based business must secure a home occupation permit from the city administrator or his or her designee, which permit shall be issued on a yearly basis, with each permit expiring on December 31 of each year. Every person desiring a home occupation permit shall file an application with the city administrator or his or her designee on forms to be supplied by the city administrator or his or her designee, the city administrator or his or her designee of the city will approve or disapprove of the application, based on the stated criteria and the assurance from the applicant that compliance with the requirements will continue to be satisfied.

(Ord. 1387, Sec. 2)

16-303. REFUSAL, REVOCATION. A home occupation permit may be refused or revoked by the city official issuing the permit. The decision to refuse or revoke an application or permit may be appealed to the city planning commission, following the procedures in section 16-112 and as provided by the by laws of the city planning commission.

(Ord. 1387, Sec. 3)

16-304. PENALTY. Any person who violates, neglects or refuses to comply with any provision of this article shall, upon conviction, be fined in a sum not exceeding \$100 for each offense. Each day that a violation is committed, caused or continued to exist, shall constitute a separate offense.

(Ord. 1387, Sec. 4)