

## **MAJOR HOME OCCUPATION APPLICATION PACKET**

Home occupations which are located in the unincorporated area and outside of Sioux Falls Joint Jurisdictional Area are divided into ‘major’ and ‘minor’ categories. Major home occupations are allowed in the low density zoning districts of A1-Agriculture and RC-Recreational. A Major Home Occupation is defined as a business, profession, occupation, or trade conducted for gain or support and located entirely within a dwelling, or accessory building thereto, which use is accessory, incidental, and secondary to the use of the property for residential or agricultural purposes and does not change the essential residential or agricultural character or appearance of such property.

Major Home Occupations are further divided into two categories. Class 1 occupations may be allowed as incidental uses to any residences in the A-1 or RC Districts. Class 2 major home occupation can only be approved in conjunction with an ongoing agricultural operation on a property of at least 80 acres in size. Each class has specific requirements and restrictions that must be met in order to minimize undesirable effects for neighboring residences.

### **APPLICATION REQUIREMENTS**

An application packet for a major home occupation must include the following:

- A completed application form (attached).
- A complete, clear and legible site plan of the property which, at a minimum, shows the following:
  - » The entire site, to scale, of the property to be considered for the conditional use permit with

the location of all buildings, signs, and the setbacks of the buildings from all property lines.

- » The location and dimensions of all driveways, parking areas and loading areas, and showing that required setbacks to driveways and parking areas will be met.
- » Applicable topography, site limitations, utility or wastewater information.
- A written narrative which provides a detailed description of the occupation and,
- The required \$250 non-refundable application fee for the permit. A doubled fee will be placed on applications where the home occupation has already started
- The \$50 deposit for a sign that is posted for notifying neighbors of the public hearing.

### **APPROVAL PROCESS**

The home occupation application is reviewed to meet requirements, and it is presented at a public hearing in the same manner as a Conditional Use Permit. Please see the Brochure for a Conditional Use permit for the detailed process.

### **ADDITIONAL CONSIDERATIONS**

All home occupations must be operated by a resident of the property. Both classes may be allowed to have a single sign of up to two square feet in size on either the home or the building and up to one four square-foot sign along the driveway. Review the appropriate ordinance sections for specific requirements and regulations. A similar application packet is available for home occupations within the Joint Jurisdictional Area of Sioux Falls.



Administration Building, 3<sup>rd</sup> Floor  
415 N. Dakota Avenue, Sioux Falls, SD 57104

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Equal Opportunity Employer and Service Provider

P: (605)367-4204  
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[minnehahacounty.org](http://minnehahacounty.org)



## **MAJOR HOME OCCUPATION PERMIT APPLICATION CHECKLIST**

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- Complete application form.
  
- Comprehensive site plan. Make sure that the plan is drawn to scale and is clear and legible. At a minimum, be sure to include a north arrow, all property lines, all existing and proposed structures, any proposed outside storage areas, the locations of wastewater treatment facilities, customer and employee parking areas, and setbacks from property lines to any structures, driveways or parking areas.
  
- Written narrative describing all aspects of the proposed occupation. Be sure to include the hours of operation, location, numbers of employees, any proposed sales, any proposed storage, types of delivery trucks that will visit the site, and the location of proposed signs.
  
- \$250 permit application fee.
  
- \$50 deposit fee for required sign.



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MAJOR HOME OCCUPATION PERMIT APPLICATION FORM (For County & Dell Rapids Joint Area)

Application #: \_\_\_\_\_ Date: \_\_\_\_\_ Filing Fee: \$250 Receipt #: \_\_\_\_\_

Legal Description of Property: \_\_\_\_\_

Address or General Location: \_\_\_\_\_

Map ID #: \_\_\_\_\_ Parcel ID #: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Acres in Parcel(s): \_\_\_\_\_

Major Home Occupation - General Questions: [ ] Class 1 [ ] Class 2 Does the owner of the home occupation reside on the Premises? Yes No Number of Employees? resident: non-resident Will an adverting name plate be placed on the: building along driveway both Sales of products or merchandise will be: [ ] none [ ] sold on site [ ] mail order [ ] phone or online Maximum number of visitors expected to be generated from the home occupation per day? \_\_\_\_\_

Description of Business in Detail: PLEASE ATTACH

I/We, the undersigned, do hereby petition for approval of a conditional use permit on the above described property and authorize representatives of Minnehaha County to enter the property now and in the future for inspection purposes. I/We affirm that the above answers and attached information are true and accurate and agree to operate the home occupation as approved and in full compliance with the Revised Zoning Ordinance of Minnehaha County. It is also understood that if any of this action should be proven inaccurate at a later date, then the approval of this permit will be considered invalid.

Applicant: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: (not required) \_\_\_\_\_

Owner: (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office Use only Checked By: \_\_\_\_\_ Given Signs: \_\_\_\_\_ Site Plan: \_\_\_\_\_ Add'l Reports: \_\_\_\_\_ PC Date: \_\_\_\_\_ CC Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_ County \_\_\_\_\_ Dell Rapids

FILING FEE IS NON-REFUNDABLE



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