

Listed below are the rules and regulations for a home based business in Woodville Township as adopted in the Woodville Township Zoning Resolution. A home based business permit (conditional use permit) is required along with the \$250 fee. The Trustees are offering a special reduced rate of \$50 for this permit until June 30, 2016. You can mail your permit to Woodville Township, PO Box 121, Woodville, OH 43469, or contact any of the Trustees or the Zoning Inspector.

HOME BASED BUSINESS

12.1 Purpose

The purpose of this section is to permit some commercial uses as a home based business in residential or agriculture zoned areas provided that the uses are compatible with the character of the neighborhood.

12.2 General Standards

- a. Home occupations are classified as either home offices or home based businesses.
- b. Home offices are permitted uses in residential and agriculture areas of the Township as defined in Section 3.
- c. A **home based business** is a **conditionally permitted use** in a residential or agriculture zoned area of the Township and must be approved by the Board of Zoning Appeals in accordance with the requirements and procedures of this Section.
- d. A Home based business shall meet the following requirements:
 1. A home based business shall be confined to the dwelling, or an accessory building.
 2. No more than one additional (non-resident) person, other than persons residing in the dwelling, shall be engaged in the business.
 3. The use of the dwelling unit for the home based business shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than 25% of the floor area of the dwelling shall be used in the conduct of the home based business.
 4. There shall be no change to the outside appearance of the dwelling or premises, no outside storage of materials incidental to the home based business, nor other visible evidence of the conduct of such home based business, other than one (1) sign of which the size is to comply with Section 8.1 – Signs of the Township Zoning Resolution.
 5. No traffic shall be generated by such home based business in greater volume than would be expected in a residential or agriculture neighborhood and any need for parking generated by conduct of such home based business shall meet off-street parking requirements as specified in the parking requirements Section of the Zoning Resolution. (Section 5.1-2(b)9)

6. No equipment or process shall be used in such home based business which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or which causes fluctuations in line voltage off the premises.
7. A home based business may be evaluated periodically by the Township Zoning Inspector to make sure the business is still an appropriate home based business and has not become a more intensive commercial venture that has developed in a residential or agriculture district.

12.3 Home Based Business Approval Process

- a. The home based business approval process shall consist of the following steps:
 1. Submission of a completed **conditional use permit** application, supporting materials, and fee to the Zoning Inspector;
 2. Approval by the Board of Zoning Appeals with any required conditions;
 3. Issuance of the conditional use permit by the Zoning Inspector in accordance with the specified conditions required by the Board of Zoning Appeals.
- b. Applications for the home based business shall be obtained from the Zoning Inspector and when completed shall be returned the Zoning Inspector. The application shall consist of the completed conditional use permit form, other required materials as specified by the Zoning Inspector, and the required fee.
- c. The Zoning Inspector upon receipt of the application shall transmit the completed application form to the Board of Zoning Appeals within three (3) working days.
- d. The Board of Zoning Appeals shall hold a public hearing to consider the application.
- e. The Board of Zoning Appeals shall approve, approve with modification, or deny the application within sixty (60) days after transmittal by the Zoning Inspector.
- f. Approval shall not be granted unless all requirements of the district in which the proposed home based business is to be located are met; and no new nonconformities would be created by the approval of the home based business.
- g. Any change in the home based business shall require prior approval of the Board of Zoning Appeals in accordance with the process described in this section if requested by the owner or the Zoning Inspector.
- h. The Board of Zoning Appeals may prescribe appropriate conditions and safeguards with respect to the location, maintenance, and operation, in addition to those described in this Zoning Resolution so long as they are necessary for the protection of the adjacent property owners and the character of the neighborhood.
- i. The Zoning Inspector shall issue a conditional use permit only in compliance with the specified requirements of the Board of Zoning Appeals.

12.4 Expiration of the Home Based Business Approval

The approval of the home based business shall expire if within six (6) months after approval of the operation of the home based business has not begun, or if the home based business is discontinued for a period of six (6) consecutive months.

12.5 Disagreements with Decisions Made by the Board of Zoning Appeals

Any property owner who does not agree with the decision made by the Board of Zoning Appeals may bring their concern to a public meeting of the Board of Township Trustees for discussion and a determination of the Trustee's recommended course of action.