

### Cottage Industry Supplemental Requirements

The requirements for the land use “Cottage Industry” are established in Article 4A of the Jefferson County Zoning and Land Development Ordinance. As part of an application for a Zoning Certificate, the Applicant certifies that the proposed Cottage Industry will meet the following requirements:

- (a) The occupation must be owned and operated by a full-time resident of the property. Up to four (4) nonresident employees may be permitted to work on the premises.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (b) The Cottage Industry land use area shall not exceed one half (1/2) of the floor area of the dwelling unit. Use of two subordinate structures shall be permitted subject to the limits described in section (j) and (k) below.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (c) There shall be no change in the outside appearance of the residential structure. One sign, not exceeding four (4) square feet in area, non-illuminated may be permitted.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (d) Sales on the premises shall be permitted with the limitation that no less than seventy-five (75) percent of the items for sale shall be products produced on the premises and that items not produced on premises shall be items similar or related to the items produced on the premises. Incidental sales of class-related material to students who receive instruction on the premises shall be permitted.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (e) No more than fifteen (15) business-related vehicle visits per day nor more than sixty (60) visits per week at the premises, including delivery vehicles, but excluding employee commuting, shall be permitted. Any need for parking generated by the conduct of such cottage industry shall be met off street and other than within the required front yard setback.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (f) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the Home Occupation or Cottage Industry, other than as provided for in the Zoning Ordinance. No outdoor storage of any kind, visible from a property line or a public or private right-of-way or vehicular access easement, is permitted.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (g) No equipment or process shall be used in such a cottage industry establishment which creates offensive manifestations by sight, sound or smell detectable to the normal senses, or which creates electrical interference or vibrations perceptible, at any lot line.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (h) No business which includes the storage of weapons such as firearms (other than the residents hunting, protection and leisure weapons) shall be permitted. Home businesses do not include; boarding or rooming homes or bed and breakfast establishments or adult uses.

☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (i) Submittal of a sketch plan is required for all Cottage Industry applications. The plan need not be prepared by a licensed engineer or surveyor. Use of a sketch plan does not preclude compliance with applicable County, State, and Federal regulations. The plan submittal shall include the following elements:

(1) Accurate locations and dimensions of all existing and proposed:

- a. Structures, paved areas, parking areas and drive aisles (including setbacks from property lines)
- b. Septic areas
- c. Access points to roads, driveways, and easements
- d. Property boundaries

(2) Most recent deed for the property

☐ A sketch plan meeting the above standards is attached to this application.

- (j) A site plan pursuant to the Subdivision and Land Development Regulations is required if the combined gross floor area of a new building, an addition, and/or an existing accessory structure as described in (1) – (4) below, to be used as a Cottage Industry, exceeds 1,500 square feet but is less than 3,000 square feet:

- (1) New accessory structures; or
- (2) An addition to an existing residence or accessory structure, when the addition is intended for use as part of a Cottage Industry; or
- (3) Existing accessory structures that are to be converted to be used as a part of the Cottage Industry, if constructed during the five years prior to application for a

Zoning Certificate for a Cottage Industry; or

- (4) An existing structure or addition built without a required, valid building permit or Improvement Location Permit after December 20, 1975.

- ☐ I certify that the combined gross floor area of a new building, an addition, and/or an existing accessory structure as described above does not exceed 1,500 square feet. If the gross floor area will exceed 1,500 square feet, I understand that approval of a site plan will be required.

*Please explain briefly:*

- (k) The maximum combined gross floor area of a new building, an addition, and/or an existing accessory structure as described in subsection (j)(1) – (4), to be used as a Cottage Industry, is 3,000 square feet.

- ☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (l) Setbacks shall be as provided below for an accessory structure used for a Cottage Industry:

- (1) For an accessory structure lawfully constructed during the five years prior to application for a Zoning Certificate for a Cottage Industry, setbacks are 25 feet from all lot lines.
- (2) For an accessory structure lawfully constructed more than five years prior to application for a Zoning Certificate for a Cottage Industry, the applicable zoning district setbacks for an accessory structure apply.

- ☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (m) For a Cottage Industry located in the Residential Growth District or an existing residential subdivision, the minimum lot size is 2 acres.

- ☐ I certify that the proposed Cottage Industry use will meet this standard.

*Please explain briefly:*

- (n) If a proposed Cottage Industry would utilize a private, shared right-of-way, driveway or easement for vehicular access, a Compatibility Assessment Meeting is required.

- ☐ I have read and I understand this requirement.

- (o) It is the responsibility of an applicant for a proposed Cottage Industry or Home Occupation to research any private agreements relating to the subject property, contact the Homeowners' Association, or seek the advice of a surveyor, engineer or attorney. If your property is located in an HOA area, have you notified the organization of this application?

- ☐ Yes    ☐ No    ☐ I have confirmed that my property is not located in an HOA area.

(p) The business owner is responsible for ensuring compliance with all local, state, and federal taxing requirements.

☐ I have read and I understand this requirement.

(q) The subject property shall be posted with a zoning notice as required by the Zoning Ordinance, at least 15 days prior to the approval of a Zoning Certificate for a Cottage Industry. The sign will be prepared by the Office of Planning and Zoning but posting the sign is the responsibility of the applicant.

☐ I have read and I understand this requirement.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed name*