



City of Marco Island
Growth Management Department
50 Bald Eagle Drive
Marco Island, FL 34145
Phone: 239-389-5000

PF-15

Home Occupation Letter of Zoning Compliance

Applicable Sections of the Marco Island Land Development Code ARTICLE III Home Occupations
Sec. 30-405

Certificate Number: **HOC-** _____ Date Received: _____

Reviewed By: _____

Above to be completed by Staff

Please take time to fill out this form as completely as possible. Only someone actually living at the address given below may engage in the home occupation described. Customers or employees not living at this address are prohibited from traveling to and from the residence if visits are related to this home occupation. The applicant is the person in whose name the Business Tax Receipt will be issued, and the applicant's signature must appear on this form. Verification as property owner or lessee in the form of a Valid Florida's Driver License or Florida Identification Card and/or copy of valid lease agreement is required.

APPLICANT INFORMATION

Name: _____

Address _____

Phone #: _____ Email: _____

BUSINESS INFORMATION

Type of Business to be Conducted: _____

Business Name (If Any): _____

Business Mailing Address: _____

PROPERTY INFORMATION

Property Owner(s): _____ Property Owner's Phone: _____

Property Owner's Address: _____

Application Fee: 1st year -\$60.00 Annual Renewal Fee\$15.00 (Payable to the City of Marco)

Notice: Annual renewals and fees shall be received by staff no later than 30 days after the one- year anniversary date. The anniversary date shall be the approval date of the original application. Renewals received after 30 days shall be deemed null and void.



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HOME OCCUPATION REGULATIONS

Home occupations conducted by the occupant of the home are allowed in any zoning district which permits residential dwellings as a permitted use.

The following regulations shall apply:

1. A home occupation is defined as an accessory use of a dwelling unit for employment with no apparent commercial use which: a) is clearly compatible and subordinate to the use of the dwelling unit as a residence; b) does not alter the exterior of the dwelling unit or adversely affect the residential character of the neighborhood; and c) is created and operated for the economic benefit of the resident(s) of the dwelling unit.
2. A home occupation shall be permitted as an accessory use in all residential zoning districts provided, however, the following uses are expressly prohibited as home occupations:
 - Personal Service Salon: barber, beautician, manicurist, pedicurist
 - Engine (gasoline or diesel) repair shop, regardless of horsepower of engine
 - Charter boats, excursion boats
 - Motor vehicle and marine towing operations
 - Clinic: medical, dental, veterinary, therapy
3. Other than the business owner and his/her family, there shall be no person working at the residence of the home occupation that is not a permanent resident (defined as a person who has established a particular place where that person has his or her true, fixed, and permanent home and principal establishment to which, whenever absent, he or she has the intention of returning) of the dwelling unit in which the home occupation is located. A person providing consulting or clerical support who is not a permanent resident of the dwelling unit may be employed at the home occupation.
4. Written consent of the property owner or the property owner's authorized agent is required.
5. Any use and/or occupation for which an exemption from local regulation exist by either state or federal law shall be exempt for the provisions of this Ordinance.
6. There shall be no advertising signage on-site or on areas contiguous to the property. Any print advertising or lawful off-site signage shall not reference the street address of the home occupation.

- Occasional (not to exceed 10 trips per week) travel to and from the residence by customers or clients of the home occupation is permitted; continuous, regular, or daily travel is prohibited. Vehicles owned by customers or clients of the home occupation may be parked on a limited basis provided that the vehicle(s) are properly parked on an improved parking surface (e.g., driveway). Parking of vehicles in the public right-of-way (swale) is prohibited. Further, utilization of the residence as a place where employees or customers of the home occupation meet regularly or daily for travel to some other destination, and any parking of vehicles associated with this activity is prohibited.

The parking or storage of commercial vehicles must comply with the regulations outlined in section 2.6.7.3 of the Collier County Land Development. Additionally, the parking or storage of vehicles or vessels for hire, or vehicles used exclusively for storage is prohibited.

- The occasional (not to exceed two deliveries per week) receiving of goods or materials related to the service provided by the home occupation other than normal delivery by the U.S. Postal Service or similar carrier (e.g., UPS, Federal Express) is permitted
- The home occupation shall not create noise, vibration, glare, fumes, odor, dust, smoke or electromagnetic disturbances discernable by a reasonable person situated at the property line of the subject property. No equipment or processes shall be used which create visual or audible interference in any radio or television receiver. No chemicals or chemical equipment shall be used except those that are used for domestic or household purposes.
- There shall be no retail sale resulting in the exchange of materials, goods or products between owners and customers from the premises.
- There shall be no outside storage or display of goods, equipment, or products.
- All home occupations shall be conducted entirely within the principal residential dwelling unit/structure. No home occupation shall be conducted in any accessory building or structure not attached to or a part of the principal residential structure, or any part of the principal structure that is not fully enclosed (e.g., screened porch, open garage, carport).
- All home occupations shall be subject to all applicable occupational licenses and other business taxes. Further, all home occupations must obtain a letter of zoning compliance annually from the City of Marco Island.

I, the undersigned, hereby affirm that I am the legal owner of the property at the above address and that the applicant has my permission to operate a home occupation from this property.

Signature of Property Owner

Date

Under penalties of perjury, I declare that I have read the foregoing document and the facts stated in it are true.

Signature of Applicant

Date