



## MAJOR HOME OCCUPATION SUPPLEMENTAL INFORMATION SHEET

File #: \_\_\_\_\_

*Office Use Only*  
Revised 2/2021

### CHAPTER 17 – PERMITTED AS A CONDITIONAL USE IN RURAL RESIDENTIAL

- To avoid duplication, the application may reference information already on file.
- In addition to the information requested on the Conditional Use Permit application and compliance with Chapter 17.155 Major Home Occupation (MHO), please provide the following information:
  - Private Septic Information
    - Is the existing sanitary system sized adequately?
    - Will the sizing need to be increased? This may require additional tank capacity and/or a drainfield.
    - If the MHO is within an accessory building, an occupancy affidavit is required.
    - If there is not an existing Sanitary Permit on file, the system will need to be evaluated by a licensed plumber in Wisconsin and soil boring will need to be completed. There is a list of licensed plumbers and soil testers available: <https://www.sccwi.gov/328/Sanitary-Program>
  - Hours of Operation
    - EX. by apt. only OR Tue. – Fri., 10-6PM & occasional Sat., 12-4PM
  - Number of Employees (FT/PT/Temporary)
  - Daily Traffic Estimates - Off-Site Parking per Chapter 17.55-17.57
  - Building Layout & Site Plan – please identify the following:
    - Parking for customers/employees & access – ingress/egress
    - Outdoor lighting proposed?
    - Landscaping (EX. existing/proposed to screening parking areas)
    - Area set aside for the MHO square footage
    - Existing structure(s) – does it exceed the 1,000 square feet requirement? How will you ensure it will not encroach overtime?
    - Setbacks and distances from pre-existing residences. If within 500 feet, a variance must also be applied for.

#### Other Information:

- Are there covenants applicable to your property with additional restrictions?
- Signage shall comply with Chapter 17.65