



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