



Ely City Hall, 209 E Chapman St, Ely MN 55731

HOME OCCUPATION APPLICATION

DATE: _____

PARCEL CODE: _____

APPLICANT

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

BUSINESS

NAME: _____

BUSINESS

WEBSITE: _____

STATE / FEDERAL LICENSE REQUIRED? YES _____ NO _____
(Please attach photo copy)

SALES & USE TAX PERMIT REQUIRED? YES _____ NO _____
(Please attach photo copy)

FEDERAL & STATE

TAX ID NUMBERS: _____

BUSINESS

DESCRIPTION: _____



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NEW LICENSE: **\$25.00** RENEWAL FEE: **\$15.00**

I CERTIFY THAT MY BUSINESS IS IN COMPLIANCE WITH SECTION 11.01, SUBD. 9 OF THE ELY CITY CODE. (ATTACHED)

SIGNATURE: _____ DATE _____

ZONING ADMINISTRATOR: _____ DATE _____

A Copy of the signed renewal application will be in a file at city hall and serve as your permit for the year. If you wish to have a copy for your records, please check the box below.

- I would like a copy sent to my address
- Please send a copy to my email _____

Please make checks payable to the "City of Ely"

Thank you & have a wonderful day!

Ely Planning & Zoning Administrator
209 E. Chapman St. Ste #209
Ely, MN 55731
pzadmin@ely.mn.us
(218)365-3224, Ext 3



Chapter 11, Section 11.01, Subd. 9. “Home Occupations”

SECTION 1

- A. ***Purpose and Intent***: It is the purpose and intent of this Subdivision to encourage families, building communities and safeguard neighborhoods while retaining the residential character of neighborhoods.
- B. ***Home Occupation Defined***: Any activity operated for monetary gain in, or directed from, a residential dwelling or unit by one or more occupant(s) residing within the dwelling or unit.
- C. ***Permit Required***: One permit shall be required for each home occupation conducted within the dwelling unit. Home occupations existing on the effective date of this Subdivision shall apply for a permit and conform to this Subdivision within six (6) months. The home occupation fee shall be \$25.00 with original application, with an annual renewal fee of \$15.00. Notice of intent to revoke the permit shall be sent by the Zoning Administrator to the permit holder. The notice shall state the grounds for revocation. The holder of the permit shall have ten (10) days from the receipt of the notice to file an appeal to the Board of Adjustment. Failure to file an appeal within ten (10) days waives any challenges to the revocation, at the expiration of the ten (10) days the permit is revoked and the home occupation shall cease. Appeals from the Board of Adjustments may be made to the Council in the same manner as provided under Conditional uses, Section 11.43, Subd. 2. No home occupation shall be permitted that does not conform to all of the following standards. Violations of the performance standards shall be grounds for revocation of the permit. All parties seeking a permit must comply with any or all applicable regulations or administrative procedures.
- D. ***Home Occupation Standards***: A home occupation shall be an accessory use to a residential dwelling or unit, provided that:
1. The activity is compatible with the residential use of the property and surrounding residential uses;
 2. The activity employs no more than 5 employees;
 3. Retail sales are prohibited, except where the product is produced on the premises;
 4. The volume of deliveries, truck or other vehicular traffic is not in excess of what is normally associated with residential use in the neighborhood;



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5. The activity uses no equipment or processes that create noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, detectable by any neighbors;
 6. The activity does not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use of the neighborhood;
 7. The maximum allowed signage for a home occupation is four (4) square feet;
 8. An accessory structure may be used for the home occupation, provided that the above provisions are followed.
- E. **Variance**: A variance may be applied for from the provisions above. A variance cannot be applied for a use that is not allowed in a zoning district, as per Section 11.43A, D of the City Code.
- F. **Common Interest Community**: In the case of a dwelling unit which is part of a common interest ownership community (a community in which at least some of the property is owned in common by all of the residents), the provisions of this section shall not be deemed to supersede any deed restriction, covenant, agreement, master deed, by-laws or other documents which prohibit a home occupation within a dwelling unit.
- G. Standards established pursuant to this section shall apply to all residences.
- H. At any time, and for due cause, based upon the needs of the community, the City Council may establish by ordinance limitations for, or prohibit entirely, any home occupation, including but not limited to those involving manufacturing, warehousing, retailing or providing services, which it deems would be incompatible with the residential zones in which they are located.
- I. The provisions of this ordinance shall not be construed as limiting in any manner the powers of the City of Ely to protect the health, safety and welfare of its residents, including the investigation and elimination of nuisances.

Effective Date: August 17, 2007