



St TAMMANY PARISH
MICHAEL B. COOPER
PARISH PRESIDENT

revised 1-10-2020

LAND USE REVIEW APPLICATION

Type of Request: [ ] Zoning Change [ ] Planned Review [x] Administrative Permit
Case Number:
Fees Due:
Submittal Deadline: N/A
Date Paid:
Hearing Date: N/A
Payment Method:

Request: HOME OFFICE/OCCUPATION

Is this proposed use temporary? [ ] Yes [x] No If so when will it be removed?

Location of property (General Description):

Present Zoning Classification: Existing Use: Residence
Ward: District: Proposed Use: Home Office/Occupation
STR: Square Ft. of Area:
Subdivision: Square Ft. of Home:
Previous Use: N/A Proposed Hours of Operation: N/A
Maximum Height of Structure(s): N/A Number of Employees (Max. Shift): N/A
Adjacent Uses: N/A Sign Type, Size and Location: N/A

IMPORTANT NOTES:

- [ ] Due to advertising and public hearing deadlines, all applications must be submitted by 11:30 A.M. of the deadline date to assure compliance with notice requirements.
[ ] The Petitioner or Representative must be present at the Zoning Commission Meeting to address any questions or comments relative to the project.
[ ] Applicant must appear at hearing to request tabling of a case.
[ ] All appeals of an action of Planning and Zoning Commission must be submitted within 10 days of said action.
[ ] It is recommended that the Applicant, or a duly appointed representative, contact the Department of Planning prior to submittal of this application to discuss the details of this proposal.

NOTE: THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.

By my signature below, I certify that all information submitted to the Department of Planning & Development is TRUE and CORRECT, and understand that failure to submit TRUE and CORRECT information can result in delay or denial in this application. I further certify that I have read and understand the above important notes relative to the submission of this application

Property Owner(s) Date: Contact Person Date:
Name: Address: Phone: Signature: Email:
Name: Address: Phone: Signature: Email:

BEFORE ME, the undersigned authority, personally appeared the persons whose signatures are affixed above, all of full age and majority, who declared to me, Notary, that they are the owners or duly authorized representatives of all that certain lot, piece, or parcel of land located as set forth in this application, that their signatures were executed freely and voluntarily and that they are duly qualified to sign.

SWORN TO AND SUBSCRIBED before me this day of , 20

Notary Public

**FEE SCHEDULE**

As per  
St. Tammany Parish Code of Ordinances  
Chapter 2, Article XVII, Section 2-709  
Chapter 2, Article XVII, Section 2-711  
Schedule of Fees, Charges, and Expenses

~~ZONING AMENDMENTS~~

**Fees**

~~Existing Single Family Residential .....\$50 per acre to a maximum of \$1250~~  
~~All Other Types of Zoning Changes ..... \$100 per acre for first 25 acres and \$10 per acre over 26 acres~~  
~~Processing Fee ..... \$250.00~~

**Worksheet**

~~Acreage fee (1-25 acres): ..... Acres at ..... dollars per acre = \$ .....~~  
~~26 acres and above: ..... Acres at \$10.00 dollars per acre = \$ .....~~  
~~Processing fee (If required): ..... \$ .....~~  
~~Advertising costs: ..... \$ 75.00 .....~~  
~~Total cost of rezoning petition: ..... \$ .....~~

ADMINISTRATIVE PERMITS

**Fees**

\*A 3% processing fee will be added to all credit card/e-check transactions as per STP Ordinance No. 18-3961, effective October 5, 2018.

Residential Use

**Home Office/Occupation: ..... \$50.00**  
~~Temporary Use ..... \$25.00~~  
~~Residential Structure ..... \$50.00~~  
~~Pond ..... \$200.00~~  
~~Commercial, Institutional, Industrial or Other Use ..... \$100.00~~

## SUBMITTAL REQUIREMENTS

All marked items must be submitted prior to deadline

### APPLICANT MUST SUPPLY A MINIMUM OF 2 COPIES OF THE FOLLOWING:

- [√] 1. **APPLICATION**  
A completed application to be filed with the Department of Planning & Development.
- [√] 2. **FEES**  
Fees in the amount of \$ 50.00 shall be required as per Chapter 2, Article XVII, Sec 2-709 Parish Fees.
- [√] 3. **LEGAL DESCRIPTION**  
Recorded copy of **Deed/Title** and Legible typed legal description.
- [√] 4. **OWNERS AUTHORIZATION**  
The owner of the property or other authorized agent as indicated in legal documents provided to the Planning & Development Department staff. If multiple parties, including married couples, have an undivided interest in the ownership of a parcel, all owners must authorize the request. If the Owner of the property is a corporation, partnership, or other entity, the petitioner must attach a copy of the resolution authorizing the petitioner to sign and authorize the petition for an administrative permit.
- [√] 5. **FOR HOME OCCUPATIONS/HOME OFFICES, INCLUDE THE FOLLOWING:**
  - a. Drawing of residence interior and all other buildings associated with the business with uses/rooms indicated, including the area to be used for the home office/occupation (If it is not a full room show it as part of a room).
  - b. Fill out the attached Home Office/Occupation Questionnaire

**HOME OFFICE**

Section 130-2213 (18) of the UDC

1. The home office must be clearly incidental and secondary to the primary use of the property as a residence by the applicant.
2. The area allowed for a home office shall not exceed 15 percent of the area of the primary residence up to a maximum of 400 square feet.
3. The use of the designated area is to perform clerical functions, such as filing, billing, receiving or making phone call, appointment scheduling etc. that are typically associated with a business operation.
4. Retail sales or services, which are not provided at an off-site location or through the mail, phone, or similar activity, cannot be conducted on the premises.
5. No more than one person who is not related to the resident family can be engaged in the operation of such a business.
6. No construction, assembly or manufacturing can occur on the premises as part of this administrative permit.
7. No more than five vehicle trips (round trips) associated with the business are allowed.
8. No more than two vehicles associated to the home office are allowed on the site at any one time.
9. Parking of any vehicle associated with the home office must occur along the driveway or in a garage, unless the provided parking spaces are properly screen. Parking of any vehicle associated with the home office in the designated road right-of-way is not allowed, including the residents vehicle when they are parked in the right-of-way to allow for vehicle parking for the home office in the driveway or garage.
10. Goods, materials or supplies of any kind delivered to or from the site shall be delivered by the resident's passenger vehicle.
11. This administrative permit for the home office is not transferable to a different applicant or location.
12. Prohibited Uses:
  - The use, sale, or exchange of alcohol, flammable liquids or chemical agents, firearms, fireworks, or other similar uses.
  - Use as a massage parlor, tattoo parlor, fortune telling, faith healing, or other activities of a similar character.
  - Use for engine repairs, including but not limited to auto and auto body repairs, boat repairs or equipment repairs.
  - Retail sales conducted on premises.

By my signature below, I certify that I have read and understand the above rules relative to the submission of this application and that the business will be conducted in accordance with Section 130-2213(18) of the St. Tammany Parish Unified Development Code.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**J qo g'Qhleg/Occupatkqp'S wgvukppck g**

1. Activities associated with Home Office/Occupation (please check one):
  - Services or products which are primarily a part of hobby-oriented activities for services of music, art or dance instruction (similar types of activities) and/or retail products for arts and craft fairs/ exhibitions or consignment purposes.
  - Educational instruction occurring only between 9:00 A.M. and 7:00 P.M. and limited to one (1) student per session of instruction, unless the customer is part of a family seeking the service, utilizing one vehicle to arrive at the site.
  - Clerical functions, such as filing, billing, receiving or making phone calls, appointment scheduling etc. that are typically associated with a business operation.
2. Square footage of the home \_\_\_\_\_
3. Square footage of home office/occupation \_\_\_\_\_
4. Square footage of storage area \_\_\_\_\_
5. Will retail sales or services occur on the premises? \_\_\_\_ Yes \_\_\_\_ No
6. How many non-related employees will be affiliated to the home occupation? \_\_\_\_\_
7. Does assembly occur on site? \_\_\_\_ Yes \_\_\_\_ No
8. How many vehicles associated with the business will be parked on site? \_\_\_\_\_
9. How many vehicles associated with the business, exceeding a typical parcel service truck (2 axles) will be parked on site? \_\_\_\_\_
10. Will you receive deliveries for the home business in a vehicle larger than a typical parcel service truck (2 axles) in residential areas? \_\_\_\_ Yes \_\_\_\_ No  
Does the unloading time for deliveries exceed 30 minutes? \_\_\_\_ Yes \_\_\_\_ No
11. How many vehicle trips (round trips) are made to your home occupation per day (the temporary unloading of a delivery from a parcel service is not counted as one of the trips)? \_\_\_\_\_

Prohibited Uses:

- The use, sale, or exchange of alcohol, flammable liquids or chemical agents, firearms, fireworks, or other similar uses.
- Use as a massage parlor, tattoo parlor, fortune telling, faith healing, or other activities of a similar character.
- Use for engine repairs, including but not limited to auto and auto body repairs, boat repairs or equipment repairs.
- Retail sales conducted on premises.

By my signature below, I certify that I have read and understand the above rules relative to the submission of this application and that the business will be conducted in accordance with Section 130-2213 of the St. Tammany Parish Unified Development Code.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**STAFF DETERMINATION:**

Approved                      Conditions: \_\_\_\_\_  
By: \_\_\_\_\_

Denied                              Basis for Denial: \_\_\_\_\_  
By: \_\_\_\_\_