



ZONING PERMIT APPLICATION
RESIDENTIAL ACCESSORY USES AND OCCUPANCY

(City Code §110-6.20.)

30.00 NON REFUNDABLE FEE

The following procedure is provided to assist you in obtaining the required permit that must be issued PRIOR to establishing an accessory use on your residential property. Please familiarize yourself with these procedures, and then prepare: 1) the completed application form, 2) required submission fee, and 3) signed compliance affidavit for your proposed use. Bring these documents to the City of Fairfax Zoning Division office at the above address and pay the required fee.

ATTENTION

‘Residential Accessory Use’ standards are provided separately from this application form depending on the proposed accessory use. The use standards may be found in City Code Section 110-3.5.5.D or on the City’s website at www.fairfaxva.gov/government/community-development-planning/applications-for-download or obtained by calling 703-385-7820 or visiting the Zoning Division office.

The required Zoning Permit **will not** be issued until steps 1-4 are completed:

- 1) **Application form.** The applicant submits a completed Zoning Permit application form to the Zoning Division office with all information requested on the application filled in.
 - Two (2) signatures are required on the application form:
 - The applicant, and
 - The property owner or owner’s agent affidavit.
 - The compliance affidavit for the proposed RESIDENTIAL accessory use must be read and signed by the applicant to complete the application form.
- 2) **Zoning Review fee.** This non-refundable fee is due at the time of application submission.
- 3) **Completeness Review.** The application form will be reviewed for completeness within five business days of submission. If more information is required, the applicant will be notified of the additional information that remains outstanding.
- 4) **Staff Review.** The review for approval may take up to 15 days after the application is determined complete.
- 5) **Permit Issuance.**
 - **Minor Home Occupation** – the Zoning Permit certificate of approval will be sent to the Commissioner of the Revenue Office (703-385-788) to ensure that your business license application has been submitted. Once the business license application has been processed the Commissioner’s office will mail to you the Zoning Permit approval certificate along with the business license.
 - **Accessory Dwelling Unit** – the required initial inspection will be scheduled to occur when owner notifies the Zoning Division office that the unit is ready for occupancy or 30 days after issuance of the Zoning Permit certificate of approval whichever comes first.
 - **Keeping of Bees & Keeping of Chickens** – the signed Zoning Permit certificate of approval will be sent by US mail, first class.

The City of Fairfax is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, please call 703-385-7930, (TTY 711)



ZONING PERMIT APPLICATION
RESIDENTIAL ACCESSORY USES AND OCCUPANCY

PAGE 1

PROPERTY INFORMATION

Property Address _____

Subdivision _____ Lot # _____

RESIDENTIAL USE TYPES 30.00 NON REFUNDABLE FEE

CHECK THAT WHICH APPLIES

MINOR HOME OCCUPATION *(City Code §110-3.5.5.D.12)*

Minor home occupation means the use of an area located within a dwelling unit for business or commercial purposes.

KEEPING OF HONEY BEES *(City Code §110-3.5.5.D.13)*

Keeping of up to four beehives on an occupied residential lot.

KEEPING OF CHICKENS *(City Code §110-3.5.5.D.14)*

Keeping of up to four chickens on an occupied single-family residential lot in the RL zoning district or a single-family residential lot with a minimum of 20,000 square feet.

ACCESSORY DWELLING UNIT *(City Code §110-3.5.5.D.1)*

A dwelling, including separate kitchen, sleeping, and bathroom facilities, that is attached as part of a principal, single-family dwelling and is subordinate in size to the dwelling.

PROPERTY OWNER INFORMATION

Property Owner Name _____

Address _____

Phone _____ Email _____

Property Owner/Agent Signature (REQUIRED) _____ Date _____

APPLICANT INFORMATION

Applicant Name _____

Address _____

Phone _____ Email _____

Applicant Signature (REQUIRED) _____ Date _____

*****OFFICE USE ONLY*****

Case# _____ Tax Map _____ FP YES NO RPA YES NO

Fee \$30.00 Receipt # _____ RL RM RH RT RT-6 RMF PD-M PD-R

*****ZONING OFFICIAL APPROVAL SIGNATURE*****

This Application is Approved By _____ Date _____

Zoning Official

ZONING OFFICIAL COMMENTS _____



ZONING PERMIT
MINOR HOME OCCUPATION

PAGE 1 OF 3

HOME OCCUPATIONS STANDARDS (*City Code §110-3.5.5.D.12*)

(a) Prohibited home occupations

The following uses are not permitted as home occupations:

- (1) Vehicle service;
- (2) Vehicle repair;
- (3) Plant nurseries and greenhouses;
- (4) Manufacturing, heavy, which relates to the handling, processing, packing, or serving of food directly or indirectly to the public;
- (5) Medical or dental laboratory;
- (6) Restaurant or food services;
- (7) Bulk storage of flammable liquids;
- (8) Funeral homes; and
- (9) Animal care facilities.

(b) General

All home occupations shall comply with the following requirements:

- (1) The use of the dwelling unit for a home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and shall under no circumstances change the residential character of the structure;
- (2) Any part of a dwelling may be utilized for a home occupation, provided that the total floor area utilized in the conduct of a home occupation shall not exceed 20 percent of the first floor area of the dwelling; accessory structures shall not be used for home occupation purposes;
- (3) There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of a home occupation;
- (4) No business, storage or warehousing of material, supplies or equipment shall be permitted outside of the primary dwelling unit;
- (5) No equipment or vehicles shall be used or regularly parked other than that normally used for domestic, hobby, and household or small office purposes in a single-family detached dwelling;
- (6) No equipment or process shall be used that creates excessive noise, vibration, glare, fumes, odors, or electrical interference;
- (7) The storage of hazardous materials shall be prohibited;
- (8) The receipt or delivery of merchandise, goods or supplies for use in a home occupation shall be limited to the United States mail, similar parcel delivery service, or private vehicles with a gross vehicle weight rating of 40,000 pounds or less;
- (9) No display of products shall be visible from the street; and
- (10) No person shall conduct a home occupation without obtaining the appropriate business, service or occupational license required by law. All home occupations shall comply with applicable state, federal, and local regulations. Home occupations shall be subject to all applicable licenses and business taxes.

(c) Minor home occupations

Minor home occupation means the use of an area located within a dwelling unit for business or commercial purposes. Such uses shall comply with the following additional requirements:

- (1) No person other than a member of the family residing on the premises shall be engaged in the home occupation;
- (2) Student instruction, where allowed, shall be limited as follows:
 - (i) Such instruction shall be limited to a total of eight students per day, with no more than 40 total per week or six students present at any one time, between the hours of 8:00am and 9:00pm
 - (ii) Gatherings of students and families for exhibitions and group activities may take place on the premises no more than four times per year. Such gatherings shall be consistent with the residential character of the neighborhood and shall conform to all applicable regulations regarding noise and parking.
- (3) No signage shall be permitted.
- (4) The minor home occupation shall generate no greater volume of traffic than would normally be expected from a single-family detached residence, consistent with the residential character of the neighborhood;
- (5) The street address of a home occupation business shall not be advertised to the general public in newspaper, radio, television, worldwide web, or other advertisements. This provision shall not be construed to prohibit address listing in telephone directories, on business cards, or in communication with customers, suppliers or professional colleagues, nor shall it prohibit referrals to individual consultants from corporate Internet sites by customer inquiry.

PROPERTY OWNER AFFIDAVIT

I hereby affirm as the property owner that the Minor Home Occupation applicant has the authority vested by me to operate at the listed address. The information provided on this application is accurate to the best of my knowledge. I understand that the home occupation must comply with all conditions contained in *City Code Section §3.5.5.D.12*

Property Owner/Agent Signature (REQUIRED) _____ Date _____

APPLICANT AFFIDAVIT

I hereby affirm that I have received a copy of the Minor Home Occupation Standards contained in *City Code Section §3.5.5.D.12*. I agree to abide by the limitations, conditions, and the operational standards for a minor home occupation permit as contained therein.

Applicant Signature (REQUIRED) _____ Date _____

BUSINESS DETAILS

Name of Business _____

Name of Business Owner _____

Street Address of Business _____

Business Email _____ Business Phone _____

What area of the home is used to conduct this business (i.e. bedroom/office/living) _____

