

City of Lake Alfred
155 N. Lake Shore Way
Lake Alfred, FL 33850



Phone: (863) 291-5748

www.mylakealfred.com

Community Development

Building | Code Enforcement | Planning | Zoning

Application for Approval of a Home-Based Business

Per Section 3.8.7 of the Unified Land Development Code (ULDC), a home-based business may be approved administratively by the Planning Official upon payment of a review fee established by the City Commission and submission of an application containing the following information and documentation:

Applicant Contact information

Name: _____

Property Address: _____

Email: _____ Phone #: _____

I hereby affirm and swear that all statements and information contained in this application herein are true. I understand that the home-based business must meet the requirements of Section 3.8.7 of the ULDC or the business license may be revoked. These requirements address the location and storage for the home-based business, employees, out-side appearance, nuisance, vehicular traffic, and all applicable authorizations.

Signature: _____ Date: _____

Oath or Affirmation

STATE OF FLORIDA

COUNTY OF _____.

Sworn to (or affirmed) and subscribed before me **by means of** ☐ **physical presence** or ☐ **online notarization**, this _____ day of _____, 20____, by _____
(Applicant) Personally Known ____ or Produced Identification ____.

SEAL

Signature of Notary Public – State of Florida
Print or Stamp Name of Notary

City Use Only

Date Received: _____ Received By: _____ Fee Paid: _____

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Application Checklist

Per Section 3.8.7

- ☐ Project narrative:
A description of the home -based business. A home-based business is an accessory residential use; a gainful occupation, profession, or use conducted by the occupant of a dwelling that is incidental and secondary to the use of the dwelling for dwelling residential purposes.
- ☐ Size and Location information
Provide a detailed description and/or map/sketch depicting the location of the home-based business within the structure or accessory dwelling unit (ADU) and any storage areas for the business. The maximum area for a home-based business within a residential structure is 20%. The ADU may not be occupied as a living unit and no other activity may be conducted in the ADU if the ADU is used for the home-based business.
- ☐ Employees
Within the narrative provide information on the number and residency of the business employees. The requirements include that at least one (1) resident residing in the residential dwelling shall be employed or engaged in the home occupation at the premises and no more than two (2) employees may reside outside of the residential structure for a maximum total of three (3) employees.
- ☐ Outside Appearance
Within the narrative, discuss any changes to the property to accommodate the business. Please include any changes to the structure or new structures to accommodate the business. These may also be shown on the map/sketch. The home-based business must be conducted entirely within a residential structure that must maintain it's residential character. There shall be no evidence of the home-based business from the property line. There shall be no display of goods in the yard or visible from inside the structure at the property lines and no signage shall be allowed or permitted.
- ☐ Nuisance
Within the narrative provide a list of equipment, materials, and processes used in the home-based business.
- ☐ Vehicular traffic
Within the narrative provide a description of the vehicular traffic created by the home-based business. Traffic would include customers, employees and any equipment used by the business. Please identify parking areas for employees or guests on the map/sketch. If the business included any trailers or equipment, please identify the location for these items to be stored on the map/sketch. Vehicles, trailers, and equipment must be parked in compliance with Section 3.8.7 and Section 4.4.2.B of the ULDC.
- ☐ Authorizations
If the home-based business is to be conducted by tenant or persons other than the property owner, an owners' authorization will be required. Please provide the completed Business Tax Receipt application. Also provide any state or federal licenses required for the business or employees.

***LICENSE WILL NOT BE ISSUED UNLESS THIS APPLICATION IS COMPLETED IN FULL.
PLEASE ALLOW AT LEAST FIVE (5) BUSINESS DAYS FOR PROCESSING.***