



**2019 INITIAL APPLICATION FOR A HOME OCCUPATION  
ZONING PERMIT/MERCANTILE REGISTRATION**

Initial Fee: \$70.00

(Each subsequent year's renewal will be \$35.00 in accordance with Ord #04-50)

**IF ANY OF THE INFORMATION IS INCOMPLETE, THIS APPLICATION WILL BE RETURNED UNPROCESSED.**  
**(PLEASE PRINT CLEARLY)**

1. Street Address of Home Occupation: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_  
Name of Business / Home Occupation: \_\_\_\_\_  
Applicant's Mailing address: \_\_\_\_\_  
Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Email address: \_\_\_\_\_  
Property Owner (if different the applicant): \_\_\_\_\_  
Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_
2. Describe in detail the activity or activities you are proposing. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. If applicant is not the property owner do you have permission from the property owner to operate the requested home occupation? Yes \_\_\_\_\_ No \_\_\_\_\_ (a letter from the property owner should be attached to application)
4. Has the above referenced premises been the subject of any prior application to the ZONING BOARD OF ADJUSTMENT or PLANNING BOARD? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, state date: \_\_\_\_\_ Board: \_\_\_\_\_ Resolution # (if any): \_\_\_\_\_ (submit a copy of the Resolution)
5. **Definitions**  
***Home occupation*** - An activity carried out for gain by a resident and conducted as a customary, incidental and accessory use in the resident's dwelling unit.  
  
***Family day care home*** - Any private residence approved by the Division of Youth and Family Services or an organization with which the division contracts for family day care and which is operated in accordance with N.J.S.A. 40:55D-66.4 et seq.  
  
***Child care center*** - An establishment licensed by the Department of Human Services pursuant to N.J.S.A. 30:5B-1, et seq., providing for the care, supervision, and protection of children.

**Ordinance Section § 411.03 Home Occupations and Home Professional Offices**

Home occupations and home professional offices shall be permitted as an accessory use to any Residence in the Township, unless otherwise specified below and in Zoning Schedules A-1 and A-2. All such uses shall require an approved zoning permit prior to commencement of use and are subject to the following provisions:

- A. Home occupations and home professional offices shall only be permitted provided they do not change the character of the principal residence from a home to a business or change in any way whatsoever the character of the surrounding neighborhood from a residential neighborhood to a commercial neighborhood. Specifically,

the characteristics of the home occupation cannot differ from that expected in a residential neighborhood in the following areas of concern:

1. The appearance of the premises, including color, materials, construction, or lighting;
  2. The risk of physical harm to persons or property due to the nature or volume of any materials stored on site;
  3. The creation of noise, vibration, dust, smoke, odor, glare, radiation, or electrical interference;
  4. The volume and frequency of vehicular or pedestrian traffic.
- B.** No more than one home occupation or home professional office may be conducted within a single dwelling unit. Said home occupation or home professional office shall not involve more than thirty (30) percent of one (1) floor of the principal dwelling unit, including the floor area of an attached garage.
- C.** No person other than the occupants of the dwelling may be involved or employed on the premises in the home occupation or home professional office.
- D.** The home occupation or home professional office must be conducted entirely within the principal residence and cannot involve outdoor storage.
- E.** The home occupation cannot involve commercial vehicles, other than as permitted in Section 411.04, and/or an occasional cartage vehicle for the delivery of materials related to the home occupation to or from the premises.
- F.** A zoning permit shall be required prior to initiating a home occupation or home professional office.
- G.** Family day care homes are permitted home occupations. Child-care centers shall not be considered permitted home occupations. In order to provide for the safety of the children in the family day care homes, the following regulations must be followed:
1. Family day care is permitted only in single family residential dwellings.
  2. The provider must be the resident of the premises, and must present the Zoning Officer with documentation of substantial compliance with all Division of Youth and Family Services requirements on an annual basis. The family day care home must be registered pursuant to the "Family Day Care Provider Registration Act," per N.J.S.A. 46:8D-1 et seq.
  3. Any side or rear yard which is utilized for recreation activity must be fenced in accordance with this Ordinance. No recreation area may be located in front yard area. Any associated equipment shall be restricted to the fenced yard.
  4. The facility shall comply with all applicable BOCA, State of New Jersey, and Township building safety regulations.
- H.** In the case of a dwelling unit which is part of an apartment complex or 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, lease, rental agreement or other documents which prohibit a family home occupation within a dwelling unit.

**40:55D-68.3. Penalty for false filing.** Any person who knowingly files false information under this act shall be liable to a civil penalty not to exceed \$1,000 for each filing. Any penalty imposed under this section may be recovered with costs in a summary proceeding pursuant to "the penalty enforcement law," N.J.S.2A:58- 1 et seq.

Adopted. L. 1989, c. 67, §3, effective April 14, 1989. The applicant certifies that all statements and information made and provided as part of this application are true to the best of his/her knowledge, information and belief. Applicant further states that all pertinent municipal ordinances, and all conditions, regulations and requirements of site plan approval, variances and other permits granted with respect to said property, shall be complied with. All zoning permits will be granted or denied within ten (10) business days from the date of complete application.

***I certify that I have read and understand the above statements and certify that the home-based business described herein is in full compliance with all local and state regulations including Neptune Township Code 411.03.***

Print Applicant's Name

Signature of Applicant

Date

----- FOR OFFICE USE -----

Date received: \_\_\_\_\_ Check#: \_\_\_\_\_ Cash: \_\_\_\_\_ Received by: \_\_\_\_\_