

APPLICATION FOR HOME BUSINESS / OCCUPATION LICENSE

CITY OF LEAWOOD, KANSAS

PLEASE SCAN/EMAIL, OR FAX THE COMPLETED FORM TO LICENSING@LEAWOOD.ORG, OR 913-339-6781. THE APPROPRIATE FEE AMOUNT WILL BE EMAILED TO YOU AFTER THE RECORD HAS BEEN SET UP IN OUR SYSTEM.

*FEDERAL ID (or SS) # _____

Legal Name of Business _____

Common Name of Business (Doing Business As D/B/A) If different from above: _____

Detailed Description/Type of Business (Daycare, interior design, etc.): _____

Will the home-based business generate any traffic? Yes___ No___ If yes, how much & what kind of traffic? (ex: Shipping/receiving/customers) _____

Inception of Business or Business Opening Date in Leawood {MM/YYYY}: _____

Business Physical Location:

Address City State Zip

Business Mailing Address (if different then above---PO BOX etc.): _____

Address City State Zip

Business Phone # (____) _____ - _____ Fax # (____) _____ - _____

Home or Cell # (____) _____ - _____

Web address: _____ *Email: _____

*Emergency Contact Person: _____

Emergency Contact's Phone #: (____) _____ - _____ Email: _____

License year is July 1st through June 30th. The annual fee is \$30.00 per year. When operation of business begins other than July 1st, the fee is prorated. Please remit check/money order payable to the CITY OF LEAWOOD for the amount due. Mail application and payment to: CITY OF LEAWOOD ATTN: LICENSE DEPT. 4800 TOWN CENTER DR LEAWOOD KS 66211. Call (913) 663-9123, with questions and prorated fee amount.

By signing below & initialing each page, you have read the attached Leawood Development Ordinance Article 16-4-10 & Article 16-4-10.2 and agree to comply with it.

PRINT Name of Owner(s) or Corporation: _____

Authorized Signature _____

Title: Owner, Partner or Corporate Officer _____

In accord with various state and federal civil rights legislation, the City of Leawood does not discriminate against individuals regardless of race, ethnicity, color, religion, gender, national origin, age, marital status, medical condition or disability.

Office Use Only: Cust./Acct. # _____ / _____ SIC-NAICS Code 21 / _____ / _____ Fee: _____

- A) Home occupations shall be permitted as accessory uses within principal residential dwellings in any residential or agricultural district provided they meet all of the following conditions and all other requirements of the district in which located:
- 1) The home occupation must be clearly incidental and secondary to the primary residential use of the dwelling.
 - 2) The home occupation must not change the outside appearance of the dwelling or be visible from the street. Exterior signage shall not be permitted.
 - 3) The home occupation must not generate traffic, parking, sewerage or water use in excess of what is normal in the residential neighborhood.
 - 4) The home occupation shall not create a hazard to person or property, result in electrical interference, or become a nuisance in the neighborhood.
 - 5) No outside storage of any kind related to the home occupation shall be permitted.
 - 6) No persons other than self or family members residing on the premises shall be employed or involved in any business activity related to the home occupation on the premises.
 - 7) No more than 25% of the gross floor area of the dwelling unit shall be used for the operation of the home occupation. No accessory buildings shall be used in conjunction with a home occupation.
 - 8) Deliveries of materials to and from the premises in conjunction with the home occupation shall not require the use of vehicles other than parcel post or similar parcel service vehicles.
 - 9) Noise, vibration, smoke, odors, heat or glare as a result of a home occupation, which would exceed that normally provided by a single residence, shall not be permitted.
 - 10) The home occupation shall not utilize more than one private commercial vehicle limited to 3/4 ton capacity.
 - 11) No retail sales are allowed on the premises in conjunction with the home occupation unless clearly incidental to the home occupation.
 - 12) Home occupation shall have all license(s) mandated by applicable local, state, and/or federal laws.
- Where a Day Care for children is operated as a home occupation it shall be limited to six (6) children at any one time, to include the resident's own children under the age of 12. General Day Care and Commercial Day Care centers are prohibited as home occupations. (See in #13 above. See definition of Day Care, Limited under Article 9 of this Ordinance.)
- 14) Because Limited Day Care includes elder care, a Limited Day Care use providing Day Care services to adults as a home occupation, shall abide by the same number of persons as child care in #13 above. (See definition of Day Care, Limited under Article 9 of this Ordinance.)
- B) Customer and client contact shall be primarily by telephone or mail and not on the premises of the home occupation, except those home occupations such as tutoring, teaching, day care, or personal services which cannot be conducted without personal contact and as permitted herein.
- C) Any proposed home occupation not specifically prohibited shall be permitted provided that all conditions listed above are observed. If, however, any one of these performance standards has the potential of being violated due to the nature of the home occupation, the Director of Planning and Development shall retain the authority to deny the home occupation. Further, if after establishment of a home occupation, any one of the conditions listed above is violated, a complaint may be issued the City and court action taken to insure compliance with the conditions. The City retains the authority to revoke an occupational license and any approval associated therewith at any time when the above stated conditions are violated.

_____ (INITIAL)

The following uses shall be specifically prohibited as home occupation:

- 1) Sales to the public on the premises not incidental thereto.
- 2) Equipment Rental
- 3) Automobile and other motor vehicle repair services and/or sales.
- 4) Radio, television, phonograph, recorder, small appliance and small engine repair services.
- 5) Physicians, dentists, chiropractors.
- 6) Beauty and barber services.
- 7) Upholstery and furniture making.
- 8) Animal grooming, boarding, and/or related services.
- 9) Uses requiring the storage or use of highly flammable, toxic or other hazardous materials.
- 10) Printing and/or typesetting services.
- 11) Photographic studio, where photographs are taken on the premises.

_____ (INITIAL)