



## **CITY OF ST. PETERS** **INFORMATION FOR HOME OCCUPATION APPLICATIONS**

### **HOME OCCUPATION PACKET:**

Attached are the following items related to licensing a home based business in St. Peters.

- Home Occupation Application
  - Example Neighbor Information Letter
  - Zoning and Subdivision Regulations covering home based businesses\*
  - City Business License Application\*
- \* (Web applications: please see the Home Occupation Web Page for this attachment)

### **APPROVAL PROCESS:**

#### *General Information/Meeting Time:*

- All home occupations must be reviewed and approved by the Planning and Zoning Commission. The applicant, or a representative for the applicant, must attend the meeting for which their application has been submitted.
- Meetings are held the first Wednesday of each month at St. Peters Justice Center, 1020 Grand Teton Drive. The meeting begins at 6:30 p.m.
- In addition, the applicant should check with the City Clerk's Office to determine if there are any additional City Regulations governing the proposed business. The Clerk can be reached at 477-6600, extension 1232.

#### *Application:*

- In order to have a home occupation reviewed by the Commission the applicant is required to fill out the home occupation application completely, and return the home occupation application to the Planning Department located at City Hall. All questions should be answered. If a particular question does not pertain to your business indicate by marking "N/A" for not applicable.

#### *Neighbor and Home Owners Association Notification Letter:*

- The Applicant is required to send a certified letter to all adjoining property owners for the purpose of informing them of their intent to conduct a home occupation. Adjoining properties shall include all properties abutting the subject property on the side and rear and properties across any roadways abutting the subject property.
- A certified letter shall also be sent to any applicable homeowner's association. If none exists, provide supporting documentation to the Planning Department.
- A copy of the letters sent to the adjoining neighbors shall be included in the application packet.
- The white Certified Mail Receipt (with the date stamped by the post office) for each letter sent must be submitted with the application. Note: you will receive the green Certified Mail Return Card in the mail at a later date. The City does not need this card; you may keep it with your records. For your convenience the certified mail cards are attached.

### **SUBMISSION DATE:**

The applicant must submit the completed application form and the letter sent to surrounding neighbors as well as the white certified mail receipts (date stamped) to the Planning Department, located in City Hall, at least five (5) working days prior to the date of the meeting.

Applicants who have questions or are unable to attend the scheduled meeting should contact the Planning Department at 477-6600 or 278-2244, extension 1438.

**CITY OF ST. PETERS, MO**  
**HOME OCCUPATION APPLICATION**

Date Submitted: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
(Include City, State and Zip Code)

Applicant's Subdivision: \_\_\_\_\_

Applicant's Telephone Number: \_\_\_\_\_

Applicant's E-mail Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Owner of Residence's Name: \_\_\_\_\_

Owner of Residence's Address: \_\_\_\_\_  
(Include City, State and Zip Code)

Owner of Residence's Telephone Number: \_\_\_\_\_

1. What type of product or service will be produced, serviced, repaired or sold?
  
2. What room(s) in the home will be used in conducting this occupation and how will each of these rooms be used?
  
3. Describe the mechanical and/or electric equipment that will be necessary to conduct this occupation?
  
4. Will any people be coming to the home to obtain any product or utilize any service connected with this occupation?  
  
Yes \_\_\_ No \_\_\_ If yes, please explain in detail and indicate the frequency:
  
5. Provide a listing of any products, chemicals, solvents or cleaners to be produced or stored at the home and the quantity of same.

Product	Quantity
_____	_____
_____	_____

6. Provide a list of all products requiring a material safety data sheet.

Product	Quantity
_____	_____
_____	_____
_____	_____

7. Are any of these products flammable? Yes \_\_\_ No \_\_\_

If yes, please explain:

8. Indicate where the products will be stored:

9. Provide a listing of any vehicles or equipment which will be used in conjunction with this home occupation and where they will be parked or stored:

Vehicles/Equipment	Parked/Stored
_____	_____
_____	_____

10. Will this occupation involve the use of any commercial vehicles for the delivery or pick up of materials to and from the premises and indicate the frequency?

Yes \_\_\_ No \_\_\_ If yes, please explain:

11. Will there be any commercial vehicles coming to the residence to deliver or pick up materials and indicate the frequency?

Yes \_\_\_ No \_\_\_ If yes, please explain:

12. Signage:

**Note: No permanent or temporary signs related to the home-based business are permitted to be placed on the house or the lot.**

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I have read the above application and know the content thereof, certifying the same to be true and correct. I further state that I am familiar with the laws governing the issuance of a home occupation and the penalties for non-compliance. Further I agree to allow a yearly inspection of the premises by the Fire Protection District assuring compliance with the appropriate Fire Prevention Codes and also an inspection of the business area prior to issuance of a business license to assure compliance with City Building Codes.

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

Name (Please Print): \_\_\_\_\_

**EXAMPLE**

Dear Neighbor:

This letter is to inform you that I have made a request to operate a business from my home at \_\_\_\_\_.

The specific business will involve \_\_\_\_\_.

(Please explain the nature of the business)

Compliance with the City requirements to ensure that this occupation will be operated in the proper manner will be required. This letter is an informative note to make you aware of this request and give you an opportunity to comment on the home occupation at the next Planning and Zoning Commission meeting to be held at the St. Peters Justice Center at 1020 Grand Teton Drive at the corner of Grand Teton Drive and Suemandy Drive. The meeting will be held on \_\_\_\_\_ at 6:30 p.m. If you have questions or comments please feel free to contact the City at 477-6600 or 278-2244 extension 1438. Thank you for your time.

Sincerely,