

**ARLINGTON COUNTY, VIRGINIA
DEPARTMENT OF COMMUNITY PLANNING, HOUSING AND DEVELOPMENT
ZONING DIVISION**

ACKNOWLEDGEMENT AND AGREEMENT TO COMPLY WITH THE CONDITIONS OF A HOME OCCUPATION

Applicant should complete *ALL* applicable items. **PLEASE PRINT.**

Name _____ Phone Number _____

Street Address _____ Unit/Apt. _____ Arlington, VA Zip Code _____

Type of Business _____

Business or Trade Name _____

Uses permitted and uses not permitted as Home Occupations are listed on the Home Occupations Instruction Sheet and in §12.8.7 of the Zoning Ordinance.

CONDITIONS

1. A home occupation shall be conducted in or from a residential dwelling or its accessory building by persons whose principal residence is on the premises. The home occupation shall have no more effect on adjacent property than normal residential use and the use will be subordinate to the principal use of the premises for dwelling purposes.
2. Only one (1) person, at any time, who is not a bona fide resident of the dwelling, may be employed or perform work on the premises. In addition, a disabled resident may employ assistance from one (1) person at a time who is not a resident and whose assistance is limited to overcoming the effect of the disability. A written statement identifying the person who will give the assistance, the kind of assistance that will be given and the time the person will be in the dwelling must be filed in the office of the Zoning Administrator as to each person permitted to be employed as an assistant to a disabled person before that person may be employed in the dwelling.
3. Not more than one (1) commercial vehicle as defined in Article 18 of the Zoning Ordinance, shall be parked on the property. Said vehicle must be parked to the rear of the rear line of the dwelling or, in the case of an apartment development, in an approved off-street parking area.
4. No equipment or materials shall be stored on the premises, except in a commercial vehicle used for transporting said equipment and materials between jobs. No loading or unloading shall be done on or in the vicinity of the premises.
5. There shall be no evidence on the exterior of the premises or visible from the exterior of the premises that the property is used in any way other than for a dwelling.
6. There shall be no signs.
7. There shall be no outside display, storage or sale of merchandise or equipment.
8. There shall be no audible noise detectable vibration or odor beyond the confines of the subject dwelling or accessory building, including transmittal through vertical or horizontal party walls.
9. Instruction of students (including delivery of materials clearly incidental to training) and services to clients or customers shall be limited to twelve (12) persons per day but in no event more than four (4) persons at a time.
10. The total floor area on any premises to be used for home occupations shall not exceed a figure calculated by taking twenty-five percent (25%) of the total floor area of the principal dwelling on the premises excluding attached garages, provided however, that in no event shall more than ten percent (10%) of the total floor area of the principal dwelling be used for specified storage of stock in trade. The storage of hazardous materials is prohibited.
11. There shall be no stocks in trade displayed or sold on the premises except for those produced at the premises.
12. Each application for a home occupation agreement shall be accompanied by a sketch of all existing and proposed new parking spaces. Existing parking spaces, unless illegal, shall be permitted to remain. All new parking spaces shall comply with all applicable requirements in §3.2 and §14.3 of the Zoning Ordinance. No vehicles shall be parked or stored in any other spaces unless they comply with all provisions of the Zoning Ordinance.
13. No equipment may be used on the premises other than that which is usual for purely domestic or hobby purposes, or what is usual for a small business, professional, or medical office

CERTIFICATION

By signing below, I acknowledge that I am entering into an agreement with the Zoning Administrator certifying that I will comply with the requirements for a home occupation in the Zoning Ordinance. I certify that I am the bona fide resident of the premises identified above; I have read and understand the above conditions; and I can and will comply with each condition without exception. I further certify all of the information is complete and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

DATE

ACKNOWLEDGEMENT

The applicant has agreed to comply with all of the conditions of a home occupation as set forth by the Zoning Ordinance. The Zoning Administrator has found that the home occupation will comply with the Zoning Ordinance and that it will be subordinate to the principal use of the premises for dwelling purposes.

SIGNATURE OF ZONING ADMINISTRATOR

DATE

The home becomes void upon termination of the applicant's residency in Arlington County. It is not transferable to any other resident, or for any other occupation. A violation of any of the conditions is a violation of the Zoning Ordinance and will be handled accordingly.

DEPARTMENT USE ONLY

Home Occupation Agreement No. _____ Application Received by _____

MAIL ALL FORMS TO: 2100 CLARENDON BOULEVARD, SUITE 1000, ARLINGTON, VIRGINIA 22201

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PARKING SPACE DISCLOSURE

Address: _____

Check One:

- I live in an apartment or multi-family project (sign below)
- I live in a one- or two-family dwelling. If this box is checked, using an appropriate lot situation below, sketch all existing and proposed parking spaces on the property.

If none of the above is appropriate, use the space below to sketch your situation.

I hereby agree to not park in areas that are not customarily used for parking and to not permit parking at any place on the lot or property not represented as a parking space.

SIGNATURE OF APPLICANT

DATE