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***Applicant: Do not write in this area - for Town Staff use only.***

Home Office Permit #: CY/HO \_\_\_\_\_

Application received on \_\_\_\_\_

\_\_\_\_ Approved      \_\_\_\_\_ Disapproved

with all necessary attachments.

by: \_\_\_\_\_

Fee (\$35.75) paid on \_\_\_\_\_

Town Zoning Inspector

by check # \_\_\_\_\_ or cash \_\_\_\_\_

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

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**Town of La Plata  
Application for Home Office Permit**

**INSTRUCTIONS TO APPLICANT**

***Please read carefully – you will have to affirm that your Home Office meets these requirements.***

**1. Read the definition of Home Office from Section 191-3.B. of the Town Code and read Town Code Section 191-46.3. If your proposed business will satisfy the definition of a Home Office and will comply with the requirements and restrictions listed, continue with this application.**

**§ 191-3.B. HOME OFFICE** - The use of a designated portion of a dwelling unit, not to exceed ten percent (10%) of the floor area of the dwelling unit, for telephone and other technological communication with customers, clients, suppliers and others, for occasional consultation with customers, clients, suppliers and others, and/or for the performance of administrative work such as bookkeeping, processing of correspondence, preparation of reports or other written materials, etc., in support of a business, profession, trade, occupation or employment. A home office has the following characteristics:

(1) It has no employees or staff working in the dwelling unit other than members of the family residing in the dwelling unit; and

(2) There is no change in the outside appearance of the building or premises of the dwelling unit, and no other external evidence of the business, profession, trade, occupation or employment being conducted inside the dwelling unit; and

(3) Visits of customers, clients and guests to the dwelling unit are secondary to the conduct of the business, profession, trade, occupation or employment, which customarily is conducted at the property of the customer, client, employer, or at some other location; and

(4) It receives not more than two (2) visitors (customers, clients or guests) per weekday at the dwelling unit in connection with the business, profession, trade, occupation or employment, other than for occasional deliveries of office materials and supplies and deliveries and repairs of office equipment; and

(5) There is no storage of materials or supplies in the dwelling unit or on the premises of the dwelling unit in connection with any portion of the business, profession, trade, occupation or employment conducted off the premises, but this does not prevent the storage of office equipment and office supplies for use in the dwelling unit; and

(6) The use of the dwelling unit for the home office is clearly incidental and clearly subordinate to its use as a residence; and

(7) The floor area of the dwelling unit is not increased for the purpose of conducting the home office; and

(8) No adverse traffic patterns are created and any additional parking to be generated by the home office can be accommodated by existing parking spaces on the premises of the dwelling unit; and

(9) No equipment or process is used which creates noise, vibration, glare, fumes, odors or electrical interference detectable outside of the dwelling unit; and

(10) It is not conducted in any accessory building on the premises of the dwelling unit; and

(11) The use of the dwelling unit for the home office complies with all other applicable town and state

laws.

**§ 191-46.3. Home offices.**

A. Where allowed by the regulations of a zoning district as a permitted use, a home office use shall be regulated as provided in this section.

B. (1) In those zoning districts where allowed as a permitted use, an application for a home office use shall be submitted, under oath or affirmation, by all owners of the dwelling unit to the Zoning Inspector on forms provided by the Zoning Inspector for that purpose. The application shall be accompanied by such information and documents as reasonably may be required by the Zoning Inspector. The application shall also be accompanied by such fee as may be prescribed by the Town Council. The application shall not be deemed complete until all required forms, information, documentation and fees have been submitted.

(2) The Zoning Inspector shall issue a permit for the home office if, after reviewing the application and all related materials, the Zoning Inspector determines that the use of the dwelling unit as a home office will comply with all of the criteria and requirements for such use as specified in § 191-3.B. The Zoning Inspector may request such additional information and documents as may assist the inspector in determining whether a permit should be issued.

(3) A permit may be revoked after notice to the owners of the dwelling unit and an opportunity to be heard if the Zoning Inspector finds that the use of the dwelling unit for the home office does not comply, or has not complied, with one or more of the criteria and requirements § 191-3.B.

(4) Any decision of the Zoning Inspector to issue or revoke a permit for a home office may be appealed to the Town Board of Appeals within fifteen (15) days from the date of the decision.

C. As used in this Code, family day care as defined in § 191-3.B. is not a home office use and may be conducted in any residential zoning district as an accessory use to a dwelling unit.

2. **Complete this application form and submit the original form. Provide all information requested on the application form. (TYPE OR PRINT CLEARLY IN DARK INK.)**

3. Include the nonrefundable application fee in the amount of \$35.25 with application package. Make check payable to the Town of La Plata.

4. **Provide three (3) copies of:**

a) \_\_\_\_\_ **Floor plan** of dwelling, showing dimensions of (i) each room and other areas in the dwelling, and (ii) the area to be used in the proposed home office use.

b) \_\_\_\_\_ **Site plan** of subject property showing location of all structures and parking spaces. (Parking spaces must be minimum size of 10'x20'. All parking areas must be all-weather surfaced.)

c) \_\_\_\_\_ **Current recorded deed** to subject property.

d) \_\_\_\_\_ Relevant portion of **Town zoning map** (*zoning map available at Town Hall.*)

I (We) \_\_\_\_\_, are the Owner(s), Contract Purchaser(s), Tenant/Lessee,  
Other (specify)\_\_\_\_\_,of property whose address is \_\_\_\_\_, containing \_\_\_\_\_ (sq. ft. or  
acres) of land improved by a single family detached, single family attached, multi-family dwelling,  
located in the subdivision (if any) known as \_\_\_\_\_. The deed describing this property is recorded  
in the Land Records of Charles County, Maryland at Liber \_\_\_\_\_, folio \_\_\_\_\_.  
The property is zoned R-21 R-10 R-8 R-5 R-3 MUD PUD .

The proposed home office use is described as:  
\_\_\_\_\_  
\_\_\_\_\_

The names and residence addresses of all persons to be engaged in the proposed home office use are:  
\_\_\_\_\_  
\_\_\_\_\_.

The total square footage of the dwelling is \_\_\_\_\_. The area to be used for the proposed home office use  
is \_\_\_\_\_ square feet in size.

The number of visits (customers, clients or guests) per weekday at the dwelling unit in connection with the  
business, profession, trade, occupation or employment (other than for occasional deliveries of office materials  
and supplies and deliveries and repairs of office equipment) will be \_\_\_\_\_.

There is sufficient space to provide \_\_\_\_\_ (number) parking spaces (Town Code requires 10'x20' as  
minimum size) on the property.

Vehicular traffic to and from the proposed home office use will consist of \_\_\_\_\_ (number) vehicles  
per day per month, during the hours of \_\_\_\_\_, on week days weekends. Traffic will include  
the following vehicle types (ex.: passenger cars, delivery vans, trucks, etc.):  
\_\_\_\_\_

The proposed home office use will not consist of any equipment or process which creates noise, vibration, glare,  
fumes, odors or electrical interference detectable outside of the dwelling unit. **All equipment and processes to  
be used in the proposed home office use are described as follows:**  
\_\_\_\_\_  
\_\_\_\_\_

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**NOTICE TO APPLICANT:** The property in which you propose to conduct your home office use may be subject to restrictive covenants. These restrictive covenants may be included in the deed to the property or may be contained in a separate document recorded among the Land Records of Charles County, Maryland. These restrictive covenants may prohibit your proposed home office use of the property. You should investigate whether the home office use is prohibited by any restrictive covenants before filing this application.

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*By my/our signature(s) below, I/we affirm that the statements contained in this application for a Home Office Permit are true and complete to the best of my/our knowledge, information and belief, and that the proposed Home Office use will comply with all criteria and requirements for such use as specified in § 191-3.B of the Town Code.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Printed name:

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

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

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number:  
(daytime) \_\_\_\_\_

Telephone number:  
(daytime) \_\_\_\_\_

**►SIGNATURE(S) OF PROPERTY OWNER(S) IF APPLICANT NOT OWNER.** All owners of the property must sign this application (use other side if more space is needed):

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed name:

\_\_\_\_\_  
Printed name:

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

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

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number:  
(daytime) \_\_\_\_\_

Telephone number:  
(daytime) \_\_\_\_\_

*(Applicant: Do not write below line - for office use only.)*

I have examined the application and hereby determine that this application for a Home Office Permit is:

\_\_\_\_\_ APPROVED

\_\_\_\_\_ DISAPPROVED for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Inspector

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

***Application processing instructions to Town Staff:***

If approved, make two (2) copies of application form. Include copy of attachments with each. Distribution: Original package to Zoning files; copy to applicant; copy to permits file. Applicant also receives "Certificate of Occupancy" card.

If disapproved, make one copy of application form. Distribution: Original package to Zoning files; copy to applicant with one set of attachments.