



Home Office Permit Application

Town of La Plata
305 Queen Anne Street • P.O. Box 2268
La Plata, MD 20646
Main: 301-934-8421
Planning: 301-934-8811
Fax: 301-934-3965
www.townoflaplata.org

Permit #: _____
Date Issued: _____

Property Information

Property Address: _____

Contact Information

Owner			Applicant		
Name:	_____		Name:	_____	
Company:	_____		Company:	_____	
Address:	_____		Address:	_____	
	City	State	Zip Code	City	State
Phone:	_____		Phone:	_____	
Email:	_____		Email:	_____	

Permit Information

Type of Home Office/Proposed Use:	_____					
Zoning District:	R21	R10	R8	R5	R3	NCX TDX
Total Square Feet of Home Office Space:	_____					
Floor Layout Drawing Required – Please Submit a drawing showing the floor layout of the residence and the designated Home Office Area. Include the square footage and entrance/exits to the Home Office.						
Owner/Applicant Certification: <i>By my signature below, I certify that the statements contained in this application for a Home Office in accordance with the Town Code are true and complete to the best of my/our knowledge, information and belief. I have carefully examined and read the above application and <u>conditions of approval</u> noted below and know the same is true and correct and that I shall comply with all applicable codes and ordinances for the Town of La Plata, Charles County and the State of Maryland, whether herein specified or not. I also hereby certify that, I am the Owner of the subject property, or I have received approval to act on behalf of the property owner.</i>						
Printed Name: _____						
Signature: _____				Date: _____		

For Office Use Only

Payment Information		Approvals	Approved	Denied	Date
Permit Fee	\$ _____	Planning			
Check # or Cash	_____				
Treasurer: _____		Date: _____		Received By: _____	

Permitted with the following Conditions:
This use is permitted with conditions in the R21, R10, R8, R5, R3, CBT, TDX and NCX zones subject to the following criteria:

- (1) The use has no employees or staff working in the dwelling other than members of the family residing in the dwelling;
- (2) There is no change in the outside appearance of the building or premises of the dwelling, and no other external evidence of the business, profession, trade, occupation or employment being conducted inside the dwelling;
- (3) Visits of customers, clients and guests to the dwelling 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;
- (4) The use receives not more than two (2) visitors (customers, clients or guests) per weekday at the dwelling in connection with the business, profession, trade, occupation or employment, other than for occasional deliveries of office materials and supplies and repairs of office equipment;
- (5) There is no storage of materials or supplies in the dwelling or on the premises of the dwelling 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;
- (6) The use of the dwelling for the home office is clearly incidental and clearly subordinate to its use as a residence;
- (7) The floor area of the dwelling is not increased for the purpose of conducting the home office;
- (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;
- (9) No equipment or process is used which creates noise, vibration, glare, fumes, odors or electrical interference detectable outside of the dwelling;
- (10) The use is not conducted in any accessory structure on the premises of the dwelling; and
- (11) The use of the dwelling unit for the home office complies with all other applicable town and state laws.