



# Business Permit Application

Department of Planning, Zoning & Wetlands P.O. Box 839, 50 Brickbat Road, Mathews, Virginia 23109  
Phone: 804-725-4034 Fax: 804-725-7249 Web Site: [www.mathewscountyva.gov](http://www.mathewscountyva.gov)

**PROPERTY INFORMATION**

MAP ID: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

CURRENT USE OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

PROJECT/PROPOSED USE: \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Application Number \_\_\_\_\_

Zoning District: \_\_\_\_\_

Approved  Denied \_\_\_\_\_

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

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_

Home Occupation  Home Enterprise  Commercial (B-1, B-2, VMU)  Industrial (I)

Trade name of business or industry: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Describe in detail the type of business operation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Hours of Operation: \_\_\_\_\_ Number of Signs: \_\_\_\_\_

Will excessive noise, smoke, odor or traffic be created?  Yes  No Number of Vehicles: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

### APPLICANT INFORMATION (Check if same as above )

Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

By signing above I/we certify that the foregoing information and attachments are true and accurate to the best of my/our knowledge. I understand this permit is invalid if necessary approvals from Federal, State, and Local agencies are not also obtained.

The Mathews County Zoning Ordinance allows 30 days for review of this permit upon submittal of a complete application.  
**Permit Fee: \$25.00 Make check payable to TREASURER, COUNTY OF MATHEWS**

## Business Policy, Rules & Regulations Affidavit

**Violation and Penalty:**

Any person, firm, or corporation, whether as principal, agent, employed or otherwise, violating, causing, or permitting the violation of any of the provisions of this ordinance shall be guilty of a misdemeanor and, upon conviction thereof, may be fined up to one thousand dollars (\$1,000.00).

I, \_\_\_\_\_, have hereby read and understand the "Business Policy, Rules & Regulations" and also understand that any violation of these regulations may result in the levying of fines.

\_\_\_\_\_  
(Notarized Signature & Date Signed)

County of Mathews

Commonwealth of Virginia

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public Signature)

My commission expires: \_\_\_\_\_, 20 \_\_\_\_\_

## Business Policy, Rules & Regulations

### Purpose Statement for Business:

This form is to be used to inform the applicant about the rules and regulations for Home Occupations and Home Enterprises in Mathews County. This form also ensures that the applicant understands the associated rules and regulations for a business and informs the applicant of penalties as a result of possible violations.

### Regulatory Authority for Home Occupations and Home Enterprises:

Section 2.2 of the County of Mathews Zoning Ordinance contains the following definitions:

**Home Occupation** - low impact home-based business activities for individuals within any dwelling completely contained within the dwelling unit and accessory buildings that is an accessory and subordinate use to the residential use.

**Home Enterprise** - low impact home-based business within any dwelling or accessory structure, which may include limited employee access, customers or clients and is clearly accessory and subordinate to the residential use.

### §175-15.5 Home Occupations and Home Enterprises

A. The following regulations shall govern the establishment of home occupations.

1. The home occupation shall be clearly incidental and subordinate to the residential use of the property.
2. The home occupation use may not exceed the greater of 400 square feet or 25 percent of the living space of the residence.
3. If an accessory structure is used in a home occupation, it shall not exceed 50% of the footprint area of the primary residence and must be located to the rear of the primary structure.
4. Shall not be advertised by business sign but may be advertised by a home occupation sign per Article 13.
5. There shall be no change in the outside appearance of the building or premises or other evidence of the conduct of such home occupation visible from the street or adjacent properties.
6. No retail or wholesale activity shall be conducted on the premises other than by telephone, mail, internet or other electronic medium. Other forms of transaction must be conducted offsite at an appropriately permitted location.
7. No employees, whether paid or not for their services, except persons who use the dwelling as their bona fide residence, shall be involved in the home occupation on that property.
8. There shall be no customers or clients accessing the location.
9. No mechanical or electrical equipment shall be employed other than machinery or equipment customarily found in the home associated with a hobby or avocation.
10. No outside display of goods, equipment or materials used in the home occupation shall be permitted.
11. Only two motor vehicles or pieces of equipment may be operated from the site in connection with a home occupation. Only one vehicle may exceed 14,000 pounds GVWR (US Class 3 commercial vehicle). Commercial vehicles must be kept behind the principal building setback line applicable in the district unless kept in a garage or an enclosed and screened storage yard.

## Business Policy, Rules & Regulations

- B. The following regulations shall govern the establishment of home enterprises.
1. All Home Enterprises shall be required to have the minimum lot size required for the applicable zoning district.
  2. A home enterprise may be conducted in an existing residential structure, in an accessory structure or in a combination of the following structures:
    - a. If in a residential structure, no more than twenty-five (25) percent of the gross floor area of the residential structure may be used for in the conduct of the home enterprise.
    - b. Any accessory buildings associated with a home enterprise shall not be larger, in the aggregate, than fifty (50) percent of the footprint area of the principle residential structure.
    - c. Accessory buildings shall not be more than twenty (20) feet in height.
  3. All structures and any associated modifications necessary for the home enterprise shall meet the requirements of the Uniform Building Code of the state (as amended) for the use classification associated with the home enterprise.
  4. There shall be no outside storage or display of materials, products, parts, or refuse.
    - d. All waste containers shall be screened from adjacent property and public rights-of-way.
    - e. All waste materials shall be removed from the site on a regular, periodic basis (weekly or monthly).
  5. There shall be only one home enterprise on a single parcel of land.
  6. The county department of health shall certify that the existing water supply and septic system are adequate to accommodate the home enterprise.
  7. Shall not be advertised by business sign, but may be advertised by a home occupation sign per Article 13.
  8. The parking requirements shall be one (1) for each outside employee other than family members or the applicant and one (1) per two hundred (200) gross square feet of floor area dedicated to the operation of the home enterprise.
    - f. The parking lot for a home enterprise shall be screened from adjacent properties and public rights-of-way.
    - g. Screening of the parking lot shall be composed of a mixture of evergreen shrubs, trees, and/or landscaped berms or some combination of these elements.
  9. Only two motor vehicles or pieces of equipment may be operated from the site in connection with a home occupation. Only one vehicle may exceed 14,000 pounds GVWR (US Class 3 commercial vehicle). Commercial vehicles must be kept behind the principal building setback line applicable in the district unless kept in a garage or an enclosed and screened storage yard.
  10. The total number of client appointments per day upon the premises shall not exceed two (2) clients at any time or ten (10) customers per day.
  11. The home enterprise may employ individuals who do not reside on the premises. The conditional use permit shall specify the number of non-resident employees.