



Office Use Only:	
Application# _____	Fees Paid _____
Date Received _____	Accepted By _____
Date Complete _____	App Deny Conditions _____

APPLICATION FOR ACCESSORY USE

Contact Planning & Development (864) 467-4476

APPLICANT/OWNER INFORMATION

*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

PROPERTY INFORMATION

*STREET ADDRESS: _____

*TAX MAP #(S): _____

*CURRENT ZONING DESIGNATION: _____

*PROPERTY OWNERSHIP: I am the homeowner I rent or lease this space

REQUEST

*CODE SECTION AUTHORIZING ACCESSORY USE: _____

CARETAKER'S RESIDENCE HOME OCCUPATION DAY CARE HOME OTHER

*Name of Business: _____

*Description of Business: _____

INSTRUCTIONS

1. The application and fee, **made payable to the City of Greenville**, must be submitted to the Planning and Development Office during normal business hours.
 - a. Accessory Use \$50.00
2. The Applicant/Property Owner must acknowledge receipt of the attachment reflecting **Section 19-4.4.2, General Development and Operational Standards**, and **Section 19-4.4.3, Standards for Specific Accessory Uses and Structures**.
3. If the proposed Accessory Use includes site modifications or new construction, you must complete an application for a site plan permit to which you must attach a scaled drawing of the property that reflects, at a minimum, the following: (a) Property lines, existing buildings, and other relevant site improvements; (b) The nature (and dimensions) of the proposed development (activity); (c) Existing buildings and other relevant site improvements on adjacent properties; and, (d) Topographic, natural features, etc. relevant to the requested accessory use.
4. The Administrator shall review the application for sufficiency pursuant **Section 19-2.2.6, Determination of Sufficiency**, prior to routing the application for staff review. If the application is determined to be insufficient, the Administrator shall contact the Applicant to request that the Applicant resolve the deficiencies. You are encouraged to schedule an application conference with a planner, who will review your application for sufficiency at the time it is submitted. Please call (864) 467-4476 to schedule an appointment.
5. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office has actual notice that a restrictive covenant is contrary to, conflicts with, or prohibits the requested activity, the office must not issue the permit unless the office receives confirmation from the applicant that the restrictive covenant has been released by action of the appropriate authority, property holders, or by court order.

_____ ***APPLICANT SIGNATURE**
 _____ DATE

6. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** ___ or **is not** ___ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

*Signatures	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	

(It is important to note: if this is a rental property the applicant must also submit a letter along with the application from the property owner or property manager stating that they approve them using the property for a home based business).

APPLICANT/OWNER ACKNOWLEDGEMENT

I hereby acknowledge receipt of the attachment to the application for accessory use referencing Section 19-4.4.2, General Development and Operational Standards and Section 19-4.4.3, Standards for Specific Accessory Uses and Structures.

***DATE**

***APPLICANT/OWNER**

Sec. 19-4.4. - Accessory uses and structures.

19-4.4.1. *Purpose.* This section authorizes the establishment of accessory uses and structures that are incidental, customarily associated with, and subordinate to principal uses. The city's intent is to allow a broad range of accessory uses provided such uses are located on the same lot as the principal use and comply with the performance criteria set forth in this section.

19-4.4.2. *General development and operational standards.*

- (A) *Compliance with ordinance requirements.* All accessory uses, structures, and activities shall be subject to the applicable general, dimensional, operational, and use-specific regulations set forth in this chapter, including the regulations that apply to the associated principal use. In case of any conflict between the accessory use/structure standards of this section and any other requirement of this chapter, the standards of this section shall control.
- (B) *Time of establishment.* No accessory use or structure shall be permitted on the subject lot until after the principal structure is permitted.
- (C) *General conditions.* All accessory uses and structures shall:
 - (1) Be clearly incidental and customarily associated with the principal use;
 - (2) Not involve the conduct of trade on the premises;
 - (3) Be located and conducted on the same lot as the permitted principal use or structure; and
 - (4) Be operated and maintained under the same ownership as the permitted principal use.
- (D) *Location of accessory structures.* Unless otherwise specified, all accessory structures shall comply with the following general location requirements:
 - (1) An accessory structure may be located only in the side or rear yards of the principal building.
 - (2) Accessory structures shall be located at least six feet from any principal or other accessory structure.
 - (3) No accessory structure shall be located within any platted or recorded easement or over any utility.
- (E) *Maximum height.* The maximum allowed height for an accessory structure located at the setback shall be 20 feet; the maximum height may be increased one foot for each one foot of increase in setback beyond the minimum to a maximum height of 25 feet. In no case shall an accessory structure be taller than the associated principal structure.
- (F) *Maximum floor area.*
 - (1) *Accessory to residential uses.* The maximum floor area of all structures accessory to residential uses shall not exceed 50 percent of the total floor area of the principal structure. Covered breezeways which connect an accessory structure to the principal structure shall not be enclosed, shall be a maximum of six feet wide, and shall be included in a building coverage and maximum floor area calculations of accessory structures.
 - (2) *Accessory to nonresidential uses.* The maximum floor area of all structures accessory to nonresidential uses shall not exceed ten percent of the lot area on which the permitted principal use is located.
- (G) *Residential occupancy.* No accessory structure shall be used for a residence except as authorized by the decision-making body to be occupied by resident caretakers.
- (H) *Approval of accessory uses and structures.* Unless otherwise specified, an accessory use or accessory structure shall be treated as a permitted use in the district in which it is located. An accessory use or structure may be approved in conjunction with approval of the principal use or structure.
- (I) *Temporary accessory uses and structures.* Temporary accessory uses and structures shall be governed by the standards and temporary use permit procedures set forth in subsections 19-2.3.11 and section 19-4.5 of this chapter.

19-4.4.3. *Standards for specific accessory uses and structures.*

- (A) *Unlisted accessory uses or structures.* Accessory uses and structures not listed in this subsection 19-4.4.3 may still be permitted subject to compliance with the general development and operational standards of subsection 19-4.4.2.

- (B) *Caretaker's residence.* Caretaker's residences are permitted as an accessory use in the OD, C-3, S-1, and I-1 districts, subject to compliance with the following standards:
- (1) Residential occupation of the premises shall be specifically required because of the nature of the principal use of the property or for the safekeeping of the property;
 - (2) The caretaker's residence shall be located on the same premises with the principal use for which it is required;
 - (3) There shall be no more than one caretaker's residence on the property and it shall be occupied only by owners or employees of the use for which it is required; and
 - (4) The caretaker's residence shall be constructed so that the exterior of the premises provides a development style consistent with the principal structure.
- (C) *Home occupations.* A home occupation permit may be issued subject to the following standards:
- (1) *Where allowed.* The home occupation shall be operated entirely within the dwelling unit or a related accessory building and only by the persons maintaining a dwelling unit on the lot.
 - (2) *Area.* The combined floor area of a home occupation shall not exceed 25 percent of the floor area of the principal structure.
 - (3) *Employees.* A home occupation may employ no more than one person who is not a resident in the applicant's home.
 - (4) *Operational requirements.*
 - (a) The home occupation shall not involve the retail sale of merchandise except for products related directly to services performed.
 - (b) No merchandise shall be displayed in such a manner as to be visible from off the premises.
 - (c) No outdoor storage shall be allowed in connection with any home occupation.
 - (d) No alteration of the residential character of the premises may be made and the hours and the manner in which the home occupation is conducted shall not be allowed to create a nuisance or disturbance.
 - (5) Reserved.
 - (6) *Parking.* Off-street parking shall be provided in accordance with the requirements of section 19-6.1, off-street parking and loading.
 - (7) *Prohibited home occupations.* The following uses are prohibited as home occupations:
 - (a) Landscaping business, other than office use;
 - (b) Commercial greenhouse;
 - (c) Contractor's business, other than office use;
 - (d) Beauty salon or barber shop;
 - (e) Automotive repair;
 - (f) Furniture repair or cabinet shop;
 - (g) Physician's or chiropractor's clinic.
 - (h) Fortune telling.
- (D) *Garages, carports, and off-street parking areas.* In residential districts, such uses shall serve only the residents of the property and shall not be used for any purpose other than an approved home occupation.
- (E) *Display, sale, and repair of motor vehicles in all zoning districts.* The following activities are prohibited in all zoning districts:
- (1) The display and sale of passenger vehicles except for approved auto sales businesses that comply with all requirements of this chapter.
 - (2) With the exception of vehicle sales and services establishments, the repair of more than one vehicle owned by a person residing at the location of the activity. Repair includes engine, body, or other repair; or painting.
 - (3) Storage outside of a substantially enclosed structure of any motor vehicle that is neither licensed nor operational.
- (F) *Day care homes.* Day care homes (see section 19-1.11, definitions) shall comply with the requirements of the state and subsection 19-4.4.3(C), home occupations.