

## **Required Approvals**

### **Planning and Zoning**

For all businesses physically located in Kansas City Kansas, whether at commercial or residential property, the first step is always planning and zoning approval. Submitted through our office, planning and zoning will determine that the business activity is appropriate and within the permitted uses for that district zoning. For those who operate a business from home, there are restrictions on the type of activities that would be allowed and standards by which a business would need to operate. These restrictions are intended to help preserve and maintain property values. (I should not be allowed carte blanche to engage in an activity at my home that would negatively affect my neighbor's property value)

The restrictions are detailed in the body of the zoning approval form below.

The form should be completed and returned to our office. It does need to be signed by the property owner.

It can returned by (e-mail, fax, mail, or in person). When we receive, we will forward for planning and zoning approval. Their approval time is typically 24-48 hours.

Follow up with our office the following day (913-573-8780) to verify if we have received zoning approval. Once that approval has been made we will provide the business application and identify any other approvals or inspections that may be required for the business activity.

## **Aprobaciones Requeridas**

### **Planificación y Zonificación**

Para todas las empresas ubicadas físicamente en Kansas City Kansas, ya sea en propiedades comerciales o residenciales, el primer paso es siempre la planificación y la aprobación de zonificación. A través de nuestra oficina, la planificación y la zonificación determinarán que la actividad empresarial es apropiada desde su casa, hay restricciones en el tipo de actividades que se permitiría y las normas por las que una empresa tendría que operar. Estas restricciones están destinadas a ayudar a preservar y mantener los valores de la propiedad. (No debería permitirme carta blanca para participar en una actividad en mi casa que afectaría negativamente el valor de la propiedad de mi vecino)

Las restricciones se detallan en el cuerpo del formulario de aprobación de zonificación a continuación.

El formulario debe ser completado y devuelto a nuestra oficina. Tiene que ser firmado por el dueño de la propiedad.

Se puede devolver por (correo electrónico, fax, correo o en persona). Cuando recibamos, enviaremos para la planificación y zonificación aprobación. Su tiempo de aprobación suele ser de 24 a 48 horas.

Haga un seguimiento con nuestra oficina al día siguiente (913-573-8780) para verificar si hemos recibido aprobación de zonificación. Una vez que se ha aprobado, proporcionaremos la aplicación comercial e identificaremos cualesquiera otras aprobaciones o inspecciones que pueden ser necesarios para la actividad empresarial.

**HOME OCCUPATION ZONING SUBMISSION** (4/21)

**UNIFIED GOVERNMENT,  
WYANDOTTE COUNTY - KANSAS CITY, KS**

Pursuant to the provisions of Chapter 27 of the Code of Ordinances of Kansas City, Kansas, the following petition for a home occupation permit is submitted.

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **BUSINESS PHONE:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**ADDRESS OF PROPERTY:** \_\_\_\_\_

**PRESENT USE OF PROPERTY:** \_\_\_\_\_

**CURRENT ZONING CLASSIFICATION OF PROPERTY:** \_\_\_\_\_

**BRIEF DESCRIPTION OF INTENDED HOME OCCUPATION:**

**What is the business activity** \_\_\_\_\_

**What will be done in the home?** \_\_\_\_\_

I hereby certify that the proposed home occupation is to be conducted wholly within my home located at the above-mentioned address and I will not violate any restrictions of the city of Kansas City, Kansas or those set forth as follows:

- (1) No exterior advertising or signs will be erected and no outside display or activity that depicts other than residential activity will be allowed. Advertising shall not include any address, but only a telephone number.
- (2) Only members of the immediate family residing on the premises will participate in the home occupation on the premises.
- (3) No machinery will be used that will interfere with radio or television reception on nearby property.
- (4) No heavy equipment, trucks of greater than 10,000 pounds GVWR or other objects that are not typically residential in character will be stored on the premises.
- (5) No sales of merchandise will be conducted on premises, and no service will be rendered that will require customer presence except on an irregular and incidental basis, but babysitting is excluded from the standard.
- (6) No inventory or storage, other than samples, is maintained on the premises.

**Once approved you will complete the registration process with the Business License/  
Occupation Tax office. 4953 State Ave Kansas City, KS 66102.**

**LEGAL DESCRIPTION OF PROPERTY  
(WITH TRACT SIZE IN ACRES)**

**SIGNATURE OF PROPERTY OWNER(S)**

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

**SIGN:**

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

**PRINT:**

**PLANNING AND ZONING STAFF:**

APPROVED BY

X \_\_\_\_\_

DATE: