Special Use Permit Application Packet:
Category B Home Occupations & Child Development Homes

Application Under Sec. 32.03.04.C.8 of the Zoning Ordinance

City Services Center, 500 Fifteenth Avenue SW, Cedar Rapids, IA 52404

Phone: (319) 286-5836 | Email: developmentservices@cedar-rapids.org

CEDAR RAPIDS
City of Five Seasons

Overview

A business, profession, occupation, trade or other activity including child care which is conducted for economic gain by one or more occupants of a residential dwelling that is secondary and subordinate to the principal use of th dwelling as a residence and doesn't alter the residential character of the property. Home occupation do not include activities engaged in a s a hobby or temporary uses such as garage, yard, or estate sales. Home occupation are divided into for categories and defined by the level of impact they have on the neighborhood.

How to Apply

Special Use Permit Applications should be submitted electronically via the City of Cedar Rapids Request Portal, found at crrequest.cityofcr.com. Those unable to access the online portal may email application materials to developmentservices@cedar-rapids.org or apply in person at the City Services Center, 500 Fifteenth Ave SW. Electronic submittals are highly encouraged and preferred.

Special Use Permit application are administratively approved by the Development Services Department.

A Special Use Permit is issued subject to compliance with the Zoning Ordinance and all other chapters of the City Code. A Special Use Permit may be denied for properties or operators which are in violation of the City Code.

A Special Use Permit is issued to the applicant and may not be assigned, transferred, or sold. If the special use is site-specific and the applicant sells the property, the special use shall be discontinued unless the new owner obtains a new special use permit that is valid at the time of property transfer.

Required for Submittal

Applications will not be considered submitted until ALL of the following have been received or scheduled:

	**Application Form**	The Application form is included in this packet. Where extra space is needed, please attach responses on a separate document or email to developmentservices@cedar-rapids.org.
$25	**Application Fee**	The application fee for a Special Use Permit is set by City Council Resolution. Each application may request one Rezoning on one contiguous property in the same district.

Other submittal items may be required by City staff if necessary to review the application. The applicant may also furnish additional information, such as site plans, renderings, studies or other material.

Form 32.05.15 A4 Application for a Special Use Permit: Category B Home Occupations & Child Development Homes

Application Under Sec. 32.03.04.C.8 of the Zoning Ordinance
City Services Center, 500 Fifteenth Avenue SW, Cedar Rapids, IA 52404
Phone: (319) 286-5836 | Email: developmentservices@cedar-rapids.org

CEDAR RAPIDS
City of Five Seasons

Contact Information								
Property Owner								
Name		Phone		Email				
Address		City		State		Zip Code		
Applicant and Care Provider ☐ Same as Property Owner								
Name		Phone		Email				
Address		City		State		Zip Code		

Site Information	
Property Address:	
Zoning District:	--

I understand and acknowledge that:	
☐	The Group Day Care Home will provide care for no more than 11 children, including the provider's children, when present
☐	Only one employee, excluding family members, will work at the Group Day Care Home
☐	The resident/occupant will be the principal care provided, registered by the State. The resident/occupant will be present during operation hours, except when there are 6 or fewer children being cared for by the employee. When more than 6 children are being cared for, both the resident/occupant and the employee must be present.
☐	Care will be provided for no more than six children under 6 years old and no more than four children under 2 years old.
☐	Any required outdoor play area shall be effectively screened from adjacent residential uses.
☐	If located on a major street, an off-street drop-off/pick-up area will be provided. Required parking may be provided in a residential driveway.

Applicant Signature			
Name		**Date**	
Signature:			

Official Use Only	
Application Received:	**Renewal: Yes** ☐ **No** ☐
Approval Signature	
Date Approved:	**Permit Expiration:**

CEDAR RAPIDS
City of Five Seasons

Home Occupation

What is a Home Occupation?

A business, profession, occupation, trade, or other activity including child care which is conducted for economic gain by one or more occupants of a residential dwelling that is secondary and subordinate to the principal use of the dwelling as a residence and does not alter the residential character of the property. Home occupations do not include activities engaged in as a hobby or temporary uses such as garage, yard, or estate sales. Home occupations are divided into four categories and defined by the level of impact they have on the neighborhood.

Prohibited Home Occupations

- **Adult Entertainment**
- **On-premises sale and consumption of alcohol.**
- **Businesses which involve outside storage, such as material, equipment, and vehicles, without screening.**
- **Activities which change the character and appearance thereof as a residential building or internal structural alterations that would create permanent modifications not typically found in a residential structure.**
- **Any related activity that creates traffic hazards or nuisances in the public right of way or creates a substantial increase in traffic.**
- **Use or storage of toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, poisonous, or other hazardous materials on the premises, unless of a type or quantity used for normal household purposes.**
- **Activities that are noxious, offensive, or hazardous by reason of pedestrian or vehicular traffic, or by creation of outdoor storage, noise, odor, refuse, heat, vibration, smoke, radiation, or any other objectionable emissions, or by interference with televisions or radio reception.**
- **Employees, clients/customers, or activity that would be visible to adjacent neighbors between the hours of 10 p.m. and 6 a.m.**
- **Category D: High-Impact Home Occupations. A use of a residential property as a business, in which the business activities are the primary use of the residential property are not permitted in any residential dwelling.**



Home Occupation Categories

A. No-Impact. This type of home occupation does not require a permit. Child Care Homes as defined by DHS are considered a Category A Home Occupation. The home occupation shall meet the following criteria:

- The total number of on-site employees and clients/ customers does not exceed the city occupancy limit for the residential property. Occupancy limits must meet International Property Maintenance Code requirements.
- The home occupation is for the sale of lawful goods and services.
- The home occupation does not cause on-street parking or a substantial increase in traffic in the neighborhood.
- The business activities are not visible from adjacent properties.

B. Low-Impact. This type of home occupation requires a Special Use Permit. This category includes, but is not limited to, one-on-one in-person professional services, craft production, or low volume sales of small goods, such as artwork, clothing, personal accessories, décor, or baked goods. Category B home occupations may have one non-resident employee and up to two non-employee clients/customers at any one time. Client/customer visits shall be by appointment only. Category B home occupations are permitted one unlighted sign up to four square feet in size. Child Development Homes as defined by DHS are considered a Category B Home Occupation.

C. Moderate-Impact. This type of home occupation requires a Conditional Use Permit. This category allows for activity greater in scale than a Category A or B, yet is still clearly subordinate to the residential use. These home occupations may have up to two non-resident employees and four clients/customers at any one time. Category C home occupations may generate up to two dedicated off-street parking spaces and are permitted one unlighted sign up to 16 square feet in size.

Valid as of May 18, 2024