



## Benton County

### Home and Rural Family Occupation Checklist

Planning Department  
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#### IMPORTANT NOTES

- This is **NOT** an application. This is an informational and optional checklist for submitting an application. This checklist does not need to be submitted to the online portal nor to the Benton County Planning Department Staff. Whether or not this checklist is used, Staff will still require an application which can be found on our website at [bentoncountyar.gov/county-planning/applications/](http://bentoncountyar.gov/county-planning/applications/).
  - When an application is ready to be submitted, please send it to [planning@bentoncountyar.gov](mailto:planning@bentoncountyar.gov) or on our online portal at [bentoncounty.portal.iworq.net/portalhome/bentoncounty](http://bentoncounty.portal.iworq.net/portalhome/bentoncounty).
- Any use conducted entirely within a dwelling or an accessory building which is clearly incidental and secondary to the use of the dwelling and which does not change the residential character of the building and the surrounding area is classified as a Home Occupation.

#### PROPERTY REFERENCE INFORMATION

Property Owner(s) Name: \_\_\_\_\_

\_\_\_\_\_

Physical Address of Property: Street: \_\_\_\_\_

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

Parcel #(s): \_\_\_\_\_

#### CRITERIA FOR APPROVAL

Home and Rural Family Occupations that meet **all** of the following criteria are allowed by right and exempt from Site Plan Review and the public hearing process:

- Operate entirely within the dwelling or an accessory building with no more than twenty-five (25%) percent of the gross floor area of the home and or any accessory building utilized in the day-to-day operations of the home-based business.
- Home and Rural Family Occupations shall be operated and conducted primarily by the resident owner of the property.
- Phone order, fax and or internet sales or sale of items that is clearly incidental to the farm activities or residential use of the site by the property owner.
- Any commercial activity that shall be incidental to residential or farm activities and shall not meet the threshold for site plan review.
- Any use that does not require a building code or septic upgrades (i.e. from residential standards to commercial standards) to accommodate the home and rural family occupation.
- The home and rural family occupation does not display merchandise or have outside storage of equipment or materials visible from a public road or adjacent residence. If located outside the building such use shall be adequately setback and appropriately screened from adjacent properties.

- The home and rural family occupation does not alter the external appearance of the dwelling unit or accessory structure and maintains the rural residential character.
- The home and rural family occupation does not create noise, vibration, glare, fumes, electromagnetic interference, odors, or air and water pollution or any environmental concerns outside the dwelling unit or accessory building on site.
- The home and rural family occupation does not involve the storage of hazardous materials, other than substances of a type and quantity customarily associated with a home or hobby. Further, the use of buildings or structures for the home occupation shall not involve the manufacturing, processing, generation or storage of materials that constitute a high fire, explosion or health hazard as defined by the International Building Code.
- When located in a subdivision, the home occupation has no more than one non-illuminated business sign on the premises, not more than two square feet in area. In rural areas with lot sizes of 1 acre or more, one non-illuminated sign of nine square feet in area and six feet tall may be allowed. The home and rural family occupation shall not warrant delivery or parking needs that have the potential to adversely affect traffic for adjacent and surrounding properties. Further, parking areas for residents, employees or customers and or loading areas shall be located on site, adequately setback and appropriately screened from adjacent properties. In subdivisions, parking of non-motorized vehicles, such as, boats, trailers, or flatbeds shall not be allowed unless adequately screened.

#### HOME AND RURAL FAMILY OCCUPATION APPLICATION CHECKLIST

- Application and notarized signature of all owners
- Recorded property deed(s)
- Cover Letter describing the purpose of the application, a detailed description of the non-residential use(s) on the property, the hours of operation (as applicable), and any other information deemed necessary
- Payment of \$100 fee
- Completed Hazardous Chemical Compliance Form (attached to application)
- Any additional materials as needed by Staff or Planning Board

**\*All items shall be submitted at the time of application, or the application will be rendered incomplete\***