



# Kent County

## Department of Planning Services

### Division of Planning

SARAH E. KEIFER, AICP  
Director of Planning Services

Phone: 302/744-2471  
FAX: 302/736-2128

KRISTOPHER S. CONNELLY, AICP  
Assistant Director of Planning Services

### Addendum to Application: Administrative Approval for a Professional Office

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

This Addendum outlines the applicable sections of Kent County Code, Volume II, Chapter 205, Article V, as amended, defining and regulating the operation of a **Professional Office** within the residential districts of the unincorporated areas of the County. All applicants are required to comply with the following conditions of approval, as applicable, in the operation of a home occupation.

#### **§205-55 Residential Uses**

**Professional Office** is defined as the rooms, studio, office or occupational service area of a doctor, dentist, lawyer, musician, artist, architect, writer, clergyman or similar professional person. Examples include: auditor, adjuster, advertising, audio visual, book dealer (no on-premises sales), bookkeeper, booking agent, broadcasting, broker, clergymen, collector (no on-premises buying or selling), computer science, consumer organization, consultant, counselor, crafts (use of major mechanical or electrical equipment shall be prohibited), decorator, designer, doctor (excluding veterinarians), drafting, drama (theater crafts), economist, editor, educator, engineer, entertainment bureau, fashion (nonmanufacturing), financial planning, housing consultant, human resource planning, human services, insurance, investigator, investment counselor, lawyer, management, marketing, placement service, promoter, real estate, stock broker, therapist. This use is distinct from "Home Office" which does not allow any customers or employees to be on-site. Conditions for approval of a professional office are as follows:

#### **§205-68 Residential Uses**

##### H. Conditions for approval of home occupations.

1. The owner/operator shall secure a zoning certificate of use for a professional office from the Department of Planning Services, Division of Planning.
2. Such use shall be conducted entirely within a dwelling which is the bona fide residence of the principal practitioner, or in a detached accessory structure.
3. No detached accessory structure shall be used for a professional office unless it meets a 15-foot setback from the side and rear property lines and complies with the front setback of the zoning district.
4. Not more than 45% of the total floor area of the dwelling shall be devoted to office use; such use shall not alter the residential character or appearance of the dwelling or premise. If an accessory structure is used for a professional office, the square footage devoted to office use shall not exceed 45% of the floor area of the principal dwelling.

5. There shall be no increase in the use of any one or more utilities (water, sewer, electricity, telephone, refuse, etc.) to the extent that the combined total use for the office and dwelling exceeds that for an average residential use in the area.
6. The professional office use shall create no noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard or any other hazard or nuisance to any extent greater or more frequent than that usually experienced for an average residential use in the district where located.
7. Medical facilities shall have no more than two nonprofessional nonresidents employed to assist the principal practitioner. Nonmedical facilities shall have no more than one nonresident employed.
8. There shall be no display of as-bought goods or advertising of services on/from the premises, and the only exterior evidence of the use shall be an exterior sign as provided in Article XVIII.
9. The need for parking generated by such use shall be provided at one space per 200 square feet of use, located off-street, and in addition to the spaces required for the residential use.
10. The sale of goods not produced on the premises shall be prohibited.

I agree to comply with the above referenced conditions of approval, as applicable, in the operation of my home-based Professional Office. I understand that failure to comply with the regulations, and any other conditions of approval as may be applied by the Director of Planning Services, will result in enforcement action and may cause the revocation of the approval of my home-based Professional Office.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_