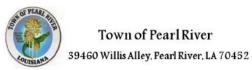


Town Clerk In-Home Office Application Checklist (Town Use Only)

1. Town Clerk Office Presents to Applicant:
☐ In-Home Business Application Form (1 page)
☐ Street Zoning List (1 page)
☐ District Zoning Sheets for R-1, R-1-A, and R-3 (3 pages)
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2. Town Clerk Office Receives from the Applicant:
☐ Completed Application Form (1 page)
☐ Statement of "no objection" from three (3) neighbors in close proximity
☐ Copy of documents showing "proof of ownership" of property
☐ Notarized "no objection" statement of property owner, if other than applicant
☐ Copy of lease or rental agreement if applicable
3. Town Clerk's Office
□ Verify Street Zoning on Application
☐ Stamp received date
4. Town Clerk Office Contacts Pearl River Planning Commission
□ Notify Chairperson
☐ Provide copies of completed packet
5. Upon approval by Council, Town Clerk Office collects fee, issue permit and occupational
license.
Name of Applicant: Date Received from Applicant:
Date Notified Planning Chairperson: Date of Public Hearing:
Date Presented to Town Council:
Decision of Council:
Date Permit Issued: Permit #:
Date Occupational License Issued: License #:
Fee Collected: \$

Updated 01/21/2016



In-Home Business Permit Application

Application is hereby made to the Town of Pearl River, Louisiana Planning and Zoning Commission for In-Home Business

Applicant Information
Name:
Address:
Phone number(s):
Applicant Signature: Date:
Property Information
Current zoning (see street zoning list):(example: R-1; R-1-A; R-3; etc.) Property Owner (if different from Applicant): Property Owner Address (if different from Applicant):
Phone number:
Name of business:
Describe type of business:
Provide a description of activities that will be conducted on site:
Describe any pick-up or delivery traffic related to this business:
Note: Business signs are not permitted. See In-Home Business Ordinance #03-9-04 for specific restrictions and requirements.
Attach the following documents to completed application:
• Statement of "no objection" from three (3) neighbors in close proximity
Copy of documents showing "proof of ownership" of property
Notarized "no objection" statement of property owner, if other than applicant
Copy of lease or rental agreement if applicable
Turn in application package to: Town of Pearl River, 39460 Willis Alley, Pearl River, LA 70452
The applicant or legal representative must be present at the Planning Commission meeting or the application will be tabled. The Planning Commission meets the first and third Tuesdays of the month at 7:00 pm, at the Pearl River Town Hall.