THE WOODLANDS TOWNSHIP * THE WOODLANDS, TEXAS 77381
2801 Technology Forest Blvd. *281-210-3973* Website: www.thewoodlandstownship-tx.gov

|  |  |
|---|---|
| **3.1   Business in the Home**<br><br>**Application Form** | **Legal description: Village_____  Lot_____Blk_____Sec_____**<br>**Address:_____**<br>**Owner:_____**<br>**Phone (Res):_____**<br>**(Day): _____**<br>**Fax: _____**<br>**Other phone: _____**<br>**E-mail:_____**<br>**Business website:_____** |

### HOW TO APPLY

1. Complete and sign this application.
2. Attach a copy of your property survey noting the area of the home that will be used for the proposed business.
3.  To speed processing, provide as much information as possible.
4. All permits will be emailed. Homeowner email required.
5. Please visit our web site to check the posted agendas of the Plan Review Committee meetings at http://www.thewoodlandstownship-tx.gov. Submission **does not** guarantee posting on the upcoming agenda.
6. All businesses must be reviewed and approved in advance by the Plan Review Committee.

| | **APPLICANT INFORMATION – PLEASE PROVIDE THE FOLLOWING:** |
|---|---|
| | Business related activities:<br>Fully describe the type of business in the home that is proposed, including hours of operation, equipment required, etc._____<br>_____ |
| | How will the business be advertised?<br>_____ |
| | Percentage of floor area that will be used:  Please explain fully:_____<br>_____ |
| | Will the profession or home industry employ persons not living at that location but who work at, or travel to the profession of home industry? (**yes/no**)  How many? _____ |
| | Will clients, customers, or other persons frequently travel to or from the residential lot in connection with the profession or home industry? (**yes/no**)  How will personal contact be made?_____<br>_____ |
| | What effect will the profession or home industry have on adjacent residents?<br>_____ |

| | |
|---|---|
| | Will the profession or home industry cause or result in trucks with a license or rated capacity greater than one ton, tractor-trailer cabs or trailers, or other vehicles, to park on or near said residential lot; or equipment and/or supplies to be openly stored on or nearby said residential lot.  What vehicle will be used?_____ _____ |
| | Will there be any sign or other writing displaying the name or identity of the profession or home industry (except signs attached to vehicles which do not include the home address) located upon said lot in a manner that same is visible from any public or private street? _____ _____ |
| | Will the profession or home industry be conducted upon any portion of the lot which is visible from a public or private street? _____ |
| | What impact will the operation of this business have upon the residential character of the neighborhood? _____ _____ _____ |

**OWNER CERTIFICATION AND HOLD HARMLESS:**

1)      The information set out above and the information attached to this Application are accurate representations of the proposed home business and that the operation of the business is in compliance with The Woodlands Residential Development Standards, The Woodlands Covenants, and applicable governmental regulations,

2)      The business will be operated in accordance with the approved application and the approval may be revoked if the conditions or operations vary from those which are given or if operation of the business adversely affects the residential character of the neighborhood in any way.

3)      The applicant is a resident of the dwelling and that the business use is incidental to its use as a dwelling.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed home business.

I understand that, approval, if given is for a 2 year period or for a period as defined by the Plan Review Committees.  I understand that operation is not to begin until approval has been received from the RDRC/Committee.  The RDRC/Committee has my permission to enter the property during normal business hours to make inspections.

_____          _____
Owner Signature                              Date                    Contractor Signature (optional)          Date

*Staff Approval Verification*

*Date* _____     *Int.*_____     *Int.* _____

_____
_____
_____
_____
_____
_____

*Committee Action* _____

*(date)*

_____ Approved          _____ Deferred
_____ Conditionally Approved _____ Returned
_____ Disapproved

_____
_____
_____

Supplemental Action _____

*(date)*

_____ Approved          _____ Deferred
_____ Conditionally Approved  _____ Returned

_____
_____
_____