



City of Gem Lake
Heritage Hall
4200 Otter Lake Road | Gem Lake, MN 55110
651-747-2790/92 | 651-747-2795 (fax)
E-mail city@gemlakemn.org

Special Home Occupation Permit Application

A Special Home Occupation may be granted or denied by the City Council after recommendation by the Planning Commission in accordance with City Ordinance No. 134 Home Occupations.

Choose: ☐ New Request ☐ Renewal

Applicant Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Property Information

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Current Zoning: _____ Current Use: _____

Description of Home Occupation Requested:

Business Plan

Operating Hours: _____

Number of Customers Per Day: _____ Number of Customers Per Week: _____

Parking Management Plan: _____

Marketing Materials: _____

Insurance (Attach a copy of proof of suitable insurance policy with the application)

Insurance Company: _____ Policy No: _____

It is the policy of the City of Gem Lake that all identifiable costs associated with Special Home Occupations within the City shall be the sole responsibility of the owner of said property. The costs shall include but are not limited to the following: City planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance). Prior to the final approval by the City Council, all City expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the City.

Applicant Signature: _____ Date: _____