

NOTICE TO APPLICANTS

Submit a written narrative describing the proposed home occupation and demonstrating compliance with the special standards for home occupations.

SPECIAL STANDARDS FOR HOME OCCUPATIONS

Home occupations are permitted by right in all residential dwellings, subject to the following standards:

1. Appearance of Residence:
 - a. The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.
 - b. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.
 - c. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).
 - d. No products and/or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.
2. Storage:
 - a. Outside storage, visible from the public right-of-way or adjacent properties, is prohibited.
 - b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.
 - c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.
3. Employees:
 - a. Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one full time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the lot on which the home occupation is conducted.
 - b. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home.
 - c. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.
 - d. Advertising and signs shall comply with Section 3.6.500. In no case shall a sign exceed the Residential District maximum standard of 8 square feet (e.g., 4 feet by 2 feet).
4. Vehicles, Parking and Traffic:
 - a. One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that will not encroach onto the public right-of-way, including the sidewalk and planter strip, when parked in the driveway or other location on the home occupation site.
 - b. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 7 p.m. to 7 a.m.
 - c. There shall be no more than two client or customer vehicles at any one time and no more than eight per day at the home occupation site or in the right-of-way abutting the lot.
5. Business Hours: There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 8 a.m. to 6 p.m. Monday through Friday subject to Sections 1-4, above.

HOME OCCUPATION PERMITS

If the special standards for home occupations cannot be met, an application for a home occupation permit is required. The applicant shall provide:

1. A written narrative or letter:
 - a. describing the proposed home occupation;
 - b. demonstrating compliance with those special standards for home occupations that can be met, and explaining why the other standards cannot be met, and
 - c. demonstrating compliance with the criteria below:
2. A site plan, not necessarily to scale, of the lot proposed for the home occupation, including:
 - a. the property lines and their dimensions;