



Woods Cross City

Community Development Department

1555 South 800 West Woods Cross, Utah 84087

Phone: 801-292-4421 Fax: 801-292-2225

HOME OCCUPATION PERMIT APPLICATION

Application Fee \$15

(Please Print)

1. Name _____ Phone _____ Email _____

2. Address _____

3. Name of Business _____

4. Describe proposed business activities that will take place at the home (Include type of product to be produced, serviced, repaired; or service to be rendered):

5. Names of any person to be involved in the business, including yourself: _____

6. One employee who is not a resident of the home may be employed for work on the premises upon the applicant's demonstration that the additional employee will not adversely affect the character or use of the residence.

Will there be any employees who do not reside within the dwelling? Yes _____ No _____

If yes, please describe the employee's work hours, activities, and parking arrangements.

7. Describe any alterations to the home or premises that will be required to facilitate your Home Occupation.

8. Please describe which rooms will be used in running your Home Occupation, and include the square footage of the rooms that will be in use (you can refer to 12-27-104(b) if you have any questions on how much square footage is allowed).

9. Describe how, where, and in what amounts the materials, supplies, and/or equipment related to your proposed Home Occupation will be displayed or stored.

10. Are any chemicals or hazardous materials used in connection with your Home Occupation? If yes, state amount and types of chemicals or materials stored or used.

11. Will people come to your home to obtain any product or utilize any service connected with the proposed Home Occupation? If yes, explain.

12. If your Home Occupation is a day care center, nursery, or preschool, how many children will be involved at any one time? _____
13. If any vehicles or other equipment will be used in your Home Occupation, where will they be parked or stored?

14. Do any vehicles or other equipment come to your property in connection with your home occupation? _____

15. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises? If yes, explain. _____

16. Do you plan to advertise for your home occupation? If yes, explain.

The following general regulations apply to All Home Occupations in Woods Cross City.

- a) The exterior appearance and architecture of the home shall not be modified to accommodate or promote a home occupation.
- b) The home occupation shall be conducted entirely within the home or within an approved garage or accessory building. No storage of merchandise, equipment or materials shall occur outside the home or outside an approved garage or accessory building. If a garage is used for a home occupation, minimum space shall be maintained within the garage for at least 1 automobile (for a 1-car garage) or for 2 automobiles (for a garage designed to accommodate 2 or more automobiles).
- c) Subject to the requirements of this subsection, the home occupation shall generally be carried on entirely by persons residing in the dwelling unit wherein the occupation is conducted. One employee who is not a resident of the home may be employed for work on the premises upon the applicant's demonstration that the additional employee will not adversely affect the character or use of the residence, will not require on-street parking, will not adversely affect the character or use of the neighborhood, and upon a finding by the Planning Commission that reasonable conditions may be imposed to ensure that the purposes of this Chapter are met.
- d) The home occupation use shall not be the primary use of the home, and shall be demonstrably incidental to and secondary to the use of the dwelling for dwelling purposes.
- e) There shall be no advertising, display, signage, or other indications of a home occupation on the premise.
- f) The home occupation shall not create the emission of sounds, vibrations or odors.

- g) The area used for the home occupation shall not exceed the equivalent of 30% of the finished living space of the primary residential structure.
- h) All displays and sales of merchandise, supplies or products shall be conducted entirely within the home or within an approved garage or accessory building. With the exception of horticultural nursery products located in the rear yard behind an entirely opaque barrier, the display or sale of merchandise, supplies, or products is prohibited at any location on the exterior of home or an approved garage or accessory building. For sales of merchandise, supplies or products, no more than 2 customers per hour, or with conditional use approval to mitigate adverse effects of traffic, no more than 6 customers per hour.
- i) Explosive or flammable material shall be prohibited unless conditions may be imposed which mitigate the adverse effects thereof and ensure the safety of residents and neighbors.
- j) The home occupation shall not alter the residential character of the neighborhood, including but not limited to vehicular and pedestrian traffic, radio and television reception, color, design, materials, construction, lighting, odors, sounds, noise or vibrations.
- k) A home occupation shall not increase vehicle or pedestrian traffic by more than five percent (5%) on the street where the home occupation is located; if required by the City an applicant shall submit a traffic study to demonstrate that this requirement will be met. This limitation shall not apply to a home occupation located on an arterial street.
- l) Parties or other gatherings at the home for the purpose of promoting or selling merchandise, taking orders or conducting training shall not be held more than two (2) times each month.
- m) All vehicles used by the occupation owner and/or employee in association with a home occupation shall be parked on paved off-street surfaces on the premises of the home; parking on landscape areas is prohibited.
- n) The use shall comply with all off-street parking requirements of this Title.
- o) Notwithstanding any provision contained herein to the contrary, garage, basement, yard, or other similar sales associated with a home occupation shall be permitted not more than four (4) times each year, and each sale shall not last more than two (2) consecutive days.
- p) The allowable number and size of vehicles and equipment used by the home occupation shall be as Determined by the Director, or as applicable the Planning Commission. No more than (1) vehicle over twenty-two-feet (22') in length including trailers shall be within a front or side yard setback abutting a street. The size/capacity of such vehicles shall not exceed the equivalent of a one-ton pickup or van. Street parking of such vehicles and trailers is prohibited.
- q) With the exception of drop-offs or pick-ups associated with an instructional occupation, on-street parking at any location other than directly adjacent to the approved site is prohibited.
- r) Hours of operation shall be limited to the hours between 7:00 a.m. and 10:00 p.m.
- s) Home occupations shall not be licensed, approved or conducted without the written consent of the property owner.
- t) Where deemed appropriate by the Director or Planning Commission, inspection and approval by the local fire authority may be imposed as a condition of approval.

In addition to the other requirements of this Chapter, prior to the approval of a home occupation application or the issuance of a Woods Cross City Business License, the operation of an instructional-type occupation such as child daycare, preschool, music and art instruction, dance studio, or other group classes involving minors as a home occupation, shall meet the following requirements:

- a) A copy of any State agency license, permit of approval, if required, shall be included with the application or provided to the City as a condition of final approval.
- b) A copy of the Fire Marshall approval shall be provided to the City.
- c) If exterior play areas are utilized, such areas shall be fenced. The fence shall be a minimum of 6 feet high and have a self-closing, self-latching gate; openings in the fence shall not be large enough to allow a 4" sphere to pass through. Field fence and barbed wire fences are prohibited.

- d) The number of students shall not exceed eight (8) per session. The area used for instructional purposes shall be entirely within the primary structure on the premises or within an approved accessory building or garage. The total area used for instructional purposes shall not exceed the equivalent of 30% of the finished living space of the primary residential structure to a maximum of 500 square feet. Areas of unfinished construction cannot be used in these calculations.
- e) Children shall not be allowed in areas of the home with unfinished construction.
- f) Any home occupation involving child-care shall comply with all applicable State and local laws and regulations regarding residential childcare, including, but not limited to provisions of the Utah Child Care Licensing Act, as set forth in Utah Code Ann. §§ 26-39-101, *et seq.*, as amended, and the Residential Certificate Child Care Standards and Licensed Family Child Care Standards as set forth in the Utah Admin. Code §§ R430-50 and R430-90, as amended. Final approval of a home occupation license for such a use shall be conditioned upon presentation of a state-issued license for the use.

APPLICANT HEREBY CERTIFIES THAT THE HOME OCCUPATION MEETS EACH OF THE FOREGOING CONDITIONS AS PER CHAPTER 12-29-106 OF THE WOODS CROSS CITY ZONING ORDINANCE AND THAT THE INFORMATION HEREIN IS TRUE AND CORRECT AND THE LICENSEE WILL COMPLY WITH ALL ORDINANCES OF THE CITY OF WOODS CROSS INCLUDING ZONING AND BUILDING CODES AND THE REQUIREMENTS OF ALL OTHER GOVERNMENT AGENCIES HAVING JURISDICTION OVER THE BUSINESS OPERATIONS INCLUDING COUNTY, STATE, AND/OR FEDERAL AGENCIES.

Applicant Signature

Date