CITY OF SUSANVILLE

HOME OCCUPATION PERMIT APPLICATION

I hereby acknowledge that I have read and understand the nature of the attached criteria and that I will strictly adhere to them in the conduct of my Home Occupation.

Date: _____

Signed: _____

Mailing Address: _____

Address: _____

Telephone: _____

Fee: $90.00

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1. **Nature of HOME OCCUPATION in which I proposed to engage** (please explain in detail the nature of your business and what will take place on the premises regarding your business; for example the type and nature of your business, storage of business related materials and equipment, customers going from and to your home, etc. If you need more room this information may be put on an attached sheet of paper.)

   _____

   _____

   _____

2. Obtain the signatures of five households in the immediate vicinity that would be most affected and indicate that they have **NO** objections to your home occupation use.

   Neighbor's Statement: We, neighbors of the applicant, assert that we have been consulted by _____(Name of Applicant) regarding the proposed home occupation, and hereby state that we have no objection to his/her request.

NEIGHBOR'S NAME	ADDRESS	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

(Show location of each household in relation to your home on attached sheet)

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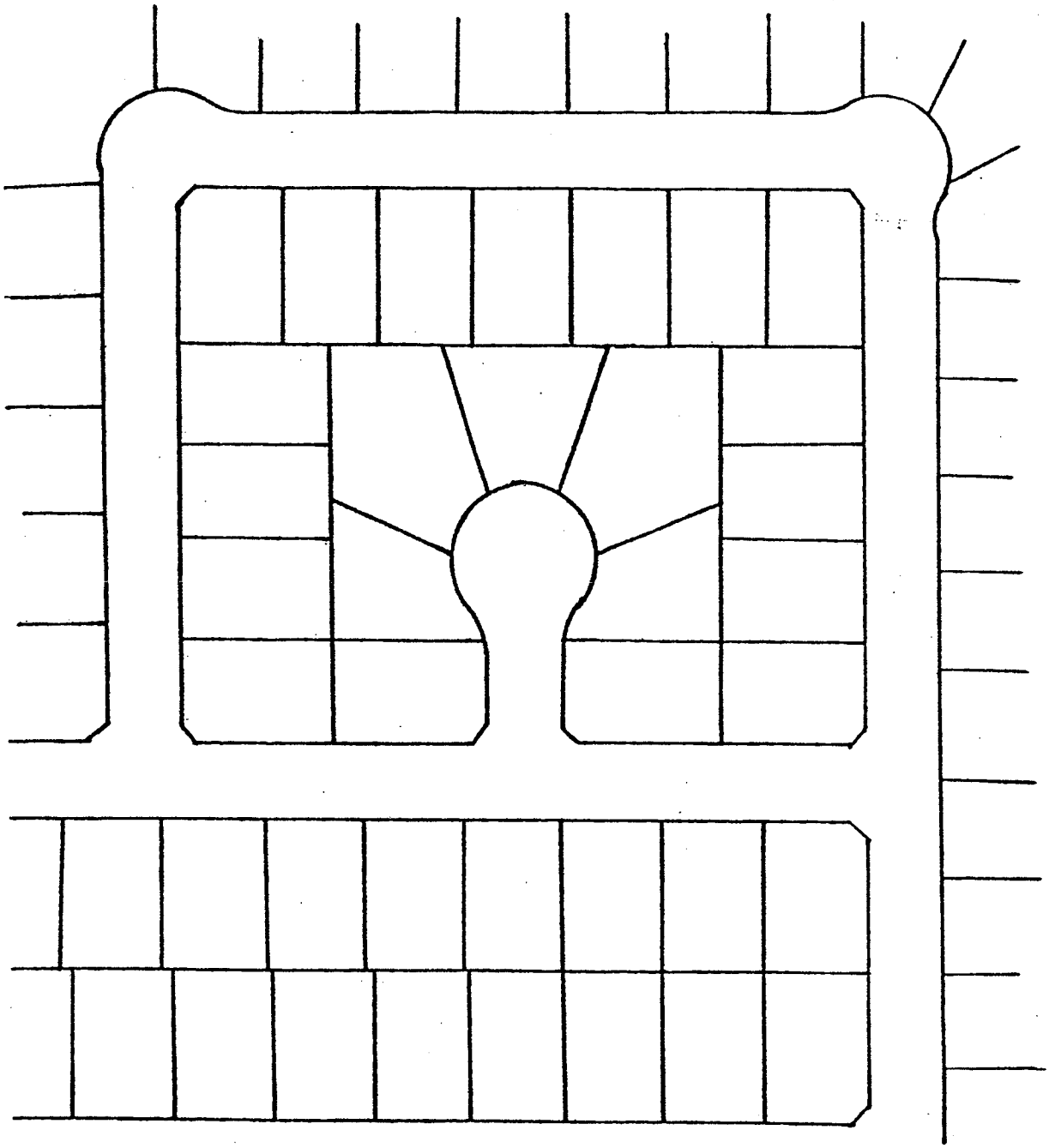
3. **Nontransferable:** A home occupation permit granted in accordance with the provisions of Section17.104.060 of the City's Zoning Ordinance shall not be transferred, assigned, or used by any person other than the permittee, nor shall such permit authorize such home occupation at any location other than the one for which the permit is granted.

Application Approved on the _____ day of _____, 20_____.

by: _____

City of Susanville Community Development Department



Show your home and the location of each household in relation to your home
(include street names)

City of Susanville
Home Occupation Permit Requirements
(ORDINANCE NO. 08-0957)
Effective June 22, 2008

I have read and agree to comply with the requirements for a Home Occupation Permit as provided for in Section 17.104.060 of the City of Susanville Municipal Code.

Date: _____

_____
Signature

_____
Print Name

"**Home occupation**" means any activity carried out for gain by a resident and conducted as a customary, incidental and accessory use in or from the resident's dwelling unit.

17.104.060 Home occupations.

A. Statement of Intent. Recognizing that unrestricted use of residential properties for purposes of an occupational nature other than that normally associated with home living has a detrimental effect on both the residential area in which the occupations are conducted and the areas properly designated for such uses, and further recognizing that this detrimental effect results in the depreciations of value, welfare, happiness, and morale of the entire community, it is the purpose of this section to eliminate this detrimental effect by creating criteria for the establishment of, and conditions for the continuance of, home occupations.

B. General Requirements. The establishment and conduct of home occupations shall comply with the following criteria:

1. Electrical or mechanical equipment which creates noise in excess of that normally associated with residential uses is prohibited. Except as noted below, electrical or mechanized equipment shall be used and stored only within a completely enclosed building. One piece of mechanized equipment, which may include a trailer with several pieces of equipment and/or a motorized vehicle with the equipment placed thereon, for off-site use that is only stored at the residence is allowed if it does not interfere with required parking and does not create a visible nuisance to the neighborhood;

2. A home occupation shall not create greater vehicular or pedestrian traffic beyond that which is normal in a residential district nor in any case require the parking of more than one additional vehicle at any time;

3. Storage or display of goods and materials shall be inside an enclosed building, not visible from the public right-of-way and shall not include flammable, combustible or explosive materials other than those customary to household uses;

4. A home occupation shall not occupy more than forty-nine (49) percent of the gross floor area of the dwelling unit or one room, whichever is greater; (This provision also applies to home occupations located in an attached or detached accessory building;)

5. A home occupation shall be conducted only within an enclosed area of the dwelling unit, garage or accessory building and shall not be permitted out-of-doors on the property or in any space utilized to satisfy the off-street parking requirements for the primary use of the property.

6. In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use (either by color, materials or construction, lighting, signs, sounds, odors, or noises, vibrations, etc;

7. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes as defined in the district;

8. Except as provided above, not more than one commercial vehicle, together with equipment, tools and stock-in-trade maintained therein, is permitted where such motor vehicle is used as the owner's means of transportation;

9. There shall be no signage allowed on the site for the advertising of the home occupation, except as may be permitted in Section 17.128, except that a commercial vehicle permitted herein may have signs affixed which identifies the business name;

10. The following examples are of uses that would be acceptable as home occupations as long as they conform to the home occupation general requirements as listed above: low volume office, beauty shop, seamstress, instruction, word processing and other computer applications, door-to-door sales and contractor's office where equipment and materials are chiefly stored at a separate location;

11. The following trades, uses and occupations, by way of example, but not limitation, would *not* be acceptable as homes occupations in residential districts:

a. Motor vehicle repair, restoration or conversion, engine repair or similar uses;

b. Building contractor, unless the dwelling is used for an office only;

c. Medical facilities for animals including animal care or boarding facilities;

d. Machine shop/metal working;

e. Cabinet making;

f. Sawmill or lumber yard;

g. Body piercing and/or painting and/or tattoos;

h. Escort services;

j. Bail Bonds;

j. Any use or activity prohibited by local, state, and/or federal law.

12. A home occupation permit may be issued in any zone district where a residential dwelling unit exists, unless specified otherwise in this code, as long as the criteria listed above is met.

C. Procedure.

1. Application. An application for maintaining a home occupation shall be filed with the finance director on forms provided by the finance department. Anyone desiring to make a formal application for a home occupation shall include the following information:

a. The location and address of the proposed occupation;

b. The nature of the home occupation; and

c. Signatures of five households in immediate vicinity that would be most affected.

2. Filing Fees. When the application for a home occupation is filed, a uniform fee shall be paid to the city for the purpose of defraying the costs incidental to the proceedings; filing fee shall be set from time to time by council resolution.

3. Review and Investigations (Decisions). The city community development director shall review the application, shall consult with those departments of the city which might have interest in, or jurisdiction over, some phase of the proposed occupation, shall make any necessary investigation, and shall grant or deny a certificate therefore provided the conditions and criteria set forth in this section are met. A record of all certificates issued shall be kept on file in the office of the finance director.

4. Decision Final. The decision of the community development director shall be final and shall become effective ten (10) days after the date the decision is mailed or personally delivered to the applicant, unless an appeal is filed with the planning commission.

5. Appeals. Any person or body, public or private, may appeal the decision of the city community development director to the planning commission. Such appeal shall be filed with the finance director within ten (10) days after the date the decision is mailed or personally delivered to the applicant. Upon

the receipt of such an appeal, the finance director shall forward the appeal application to the community development department to be placed on the next possible planning commission agenda for consideration.

6. The decision of the planning commission shall be final.

7. At such time as a home occupation certificate has been granted, the community development director shall notify the finance director of such fact, stating in such notification the effective date of the certificate.

D. Nontransferable. A home occupation permit granted in accordance with the provisions of this section shall not be transferred, assigned, or used by any person other than the permittee, nor shall such permit authorize such home occupation at any location other than the one for which the permit is granted;

E. Whenever the community development director determines that one or more grounds exist for revocation of a home occupation permit, the planning commission may set the matter for hearing before it by resolution of intention to revoke the home occupation permit, in accordance with Section 17.112.040.

F. Home occupations which do not meet the criteria set forth in this Section 17.104.060 may be permitted subject to the approval of a conditional use permit pursuant to Chapter 17.112, provided, however, that the fee for such conditional use permit for a home occupation shall be double the amount set by City Council Resolution for a home occupation permit, and the decision shall be made by the community development director. A conditional use permit for a home occupation will not be granted if the community development director finds that the proposed use is objectionable or incompatible with the character of the neighborhood due to noise, dust, odors, traffic congestion or other undesirable characteristics. If a conditional use permit for a home occupation is granted, the community development director may waive or modify any of the requirements of 17.104.060 and may impose such other conditions as it deems necessary or proper to implement the purposes of this chapter. Notification of the request shall be made by the applicant to property owners within 100 feet of the external boundaries of the subject property. A determination shall be made by the director within 30 days after the application is filed. In determining a home occupation conditional use permit, the director may approve, conditionally approve, or deny a home occupation permit. The decision of the director may be appealed to the planning commission, and then to the City Council, if applicable, in accordance with Section 17.104.060(C)(5) above."