

CITY OF GREEN RIVER
HOME OCCUPATION PERMIT APPLICATION



Home Occupations are regulated by City Ordinance and must be approved by the Community Development Department. To apply for Home Occupation Permit approval by the City of Green River, a Home Occupation permit Application must be completed. **Incomplete applications shall be returned.**

A. GENERAL INFORMATION:

Date: _____

Name of Home Occupation: _____

Property Address: _____

Petitioner

Property Owner (if other than petitioner)

Petitioner's Address

Owner's Address

Mailing Address (if different than above)

Mailing Address (if different than above)

Telephone Number

Telephone Number

B. ANSWER THE FOLLOWING ON THE SPACE PROVIDED:

1. Description of business: (Please provide a description of your Home Occupation and how it is conducted. Your description will be included in the notification letter to adjacent property owners)

2. Hours of Operation: _____

3. Days of week of operation: _____

4. Parking (number and location of customer and employee parking - not including street parking): _____

5. Please check one that applies to your home occupation:

_____ On-Site Home Occupation

_____ Off-Site Home Occupation

For Office Use Only: HO Permit #: _____ Lot Zoning: _____ Sq Ftg % _____ Fee Paid \$ _____

6. List the square footage of the home, including the attached garage. _____
 7. List the square footage used for the home occupation. _____ (The Home Occupation can utilize no more than 25% of the square footage of the home, including the attached garage area.)
 8. List the number of employees of the Home Occupation who live in the home. _____
 9. List the number of employees of the Home Occupation who do not live in the home. _____
 10. List the types of construction equipment utilized with the Gross Vehicle Weight of each.
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C. COMPLIANCE CERTIFICATION (initial next to each item):

General Conditions:

Home Occupations are permitted in R-1, R-2, R-3, R-4 and MH Zone Districts subject to compliance with the following:

- _____ In addition to family members residing in the dwelling unit, only two (2) persons may be employed by an on-site home occupation. An off-site home occupation may employ no more than five (5) persons, in addition to family members residing in the dwelling unit. In addition to family members residing in the dwelling, more than five (5) employees for an off-site home occupation may be permitted with conditional use permit approval from the Planning & Zoning Commission.
- _____ The home occupation shall be clearly incidental and secondary to the use of the dwelling unit for dwelling purposes and not change the residential character thereof.
- _____ There shall be no exterior storage of materials incidental to the home occupation, on the site of the home occupation.
- _____ There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of the home occupation, including signs.
- _____ There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line.
- _____ All outdoor activities associated with on-site home occupation, and all activities that produce noise, odor or light which is detectible beyond the residence, shall be limited to the hours of 8:00 a.m. to 8:00 p.m.
- _____ Equipment and motor vehicles:
 - a. Mechanical equipment associated with the home occupation shall be stored or contained within the dwelling unit or an accessory building.
 - b. Motor vehicles, such as cars, trucks, and semi-tractors without the trailer unit, are permitted but may not be parked on the street or right-of-way.
 - c. Construction equipment under six thousand (6,000) pounds G.V.W. are permitted but must be stored within a garage or accessory building.
 - d. Equipment and vehicles not specifically mentioned in this section are prohibited.

- _____ The total area used for such purposes shall not exceed twenty-five (25) percent of the gross floor area of the combined dwelling unit and attached garage.
- _____ Any parking incidental to a home occupation, whether for customers or employees, shall be provided on the site and must be improved. The street right-of-way may not be used for temporary parking by employees of an off-site home occupation. Home occupations that do not see customers at the residence need not provide additional on site parking spaces.
- _____ **Under no circumstances shall any of the following activities be considered a home occupation:** restaurant, veterinarian's clinic, barber shop or beauty parlor with more than one station, animal kennels, on-site welding, automotive engine repair or service, automotive body shop, health clinic, mortuary, or nursing home. Taxidermy is permitted only with a conditional use permit approved by the Planning & Zoning Commission.
- _____ All home occupation permits shall expire March 31 of each year and must be renewed annually.
- _____ The use, storage, or disposal of materials that may affect the health, safety, welfare or character of the residential area must conform to standards set for those material by the appropriate regulatory agency, and such materials may not be held in such quantities as to adversely affect the health, safety or welfare of the residential area.

Application and Enforcement:

- _____ **All persons conducting home occupations shall be required to apply for and receive a Home Occupation Permit prior to commencing any activities related to the home occupation.**
- _____ Applications for a Home Occupation Permit shall be made to the Community Development Department who shall ensure that the applicant understands that the General Conditions are conditions upon which the permit is issued and that a violation of any such conditions may subject the permittee to revocation of the Home Occupation Permit.
- _____ The initial application shall include a list showing names and addresses of all adjacent property owners, and the required **non-refundable** filing fee. For purposes of this section, adjacent property owner means the registered owners of those properties abutting on all sides, as well as the property located directly across any dedicated street or alley. (To obtain adjacent property owner information please contact the Sweetwater County Assessor's Office at 307-872-3700 or visit them at 80 West Flaming Gorge Way. If you provide them with the street addresses of adjacent property owners they will provide you with the property owners name and mailing address.)
- _____ The Community Development Department shall make a preliminary determination if a home occupation permit should be granted. After reviewing the application, the Community Development Department shall contact by letter all adjacent property owners of the proposed home occupation property. The letter shall indicate that an application has been filed and tentatively approved for an on-site or off-site home occupation. Adjacent property owners for the proposed home occupation shall have fourteen (14) calendar days from the date of the letter to file with the Community

Development Department a written objection to the home occupation. If a written objection is received, the application for the home occupation will be referred to the Planning and Zoning Commission and must receive approval. The applicant's home occupation application shall be reviewed according to the requirements set forth in this Ordinance. If the Community Development Department determines the home occupation permit should be granted, and an objection is not filed with the Community Development Department within the prescribed time period, the Community Development Department shall then approve the application and issue a home occupation permit.

_____ The designated Community Development Staff may periodically inspect on-site and off-site home occupations to ensure compliance with the provisions of this Section. If the designated Community Development staff determines that the applicant has not complied with the requirements of this section, or if a signed written complaint about the home occupation is received, the home occupation permittee shall be brought back before the Planning and Zoning Commission for further review.

_____ If the applicant cannot meet the requirements for home occupation, the Community Development Department shall deny the application. A denial may be appealed to the Planning and Zoning Commission.

_____ The Planning and Zoning Commission has the authority to continue, suspend, revoke or amend the home occupation permit at anytime.

_____ If there are any changes in the conditions or operation of the home occupation described in the application, as approved by either community development or the Planning and Zoning Commission, the applicant shall submit a new application and obtain approval of said changes in accordance with the requirements of this section.

D. SIGNATURE REQUIRED:

I acknowledge that I have read and understand this application and the pertinent Home Occupation regulations, as stated in the "Compliance Certification" portion of this application. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions of approval as set forth by the City of Green River. I certify that the information provided with this application is true and correct.

Signature of Applicant

Date

Signature of Property Owner

Date