



HOME OCCUPATION PERMIT APPLICATION AND INFORMATION OUTLINE

This outline provides you with information on how to apply for a Home Occupation Permit. We hope that the information will be beneficial in instructing you on what information is required and what steps must be taken to review your application. The more thorough and complete the application submitted to the Town, the better we are able to serve you and help you achieve your goals.

Included is the **HOME OCCUPATION PERMIT APPLICATION**. Should you have any questions, please contact the Planning Division at (760) 369-6575 x317. The Planning Division is located in the Community Development/Public Works Department building at 58928 Business Center Dr. off of Indio and Yucca Trail, north of the Monterey Business Center. You may visit our website for additional information at:

<http://www.yucca-valley.org/departments/planning.html>

What is a Home Occupation Permit?

The issuance of Home Occupation Permits is regulated by *Ordinance 178*. Home Occupation Permits allow for certain business activities that are accessory and incidental to the primary purpose of residential homes, to be operated in single-family and multi-family neighborhoods. The standards are intended to ensure that home based business operations do not alter the character of any residential neighborhood, or create impacts or activities that are not typically associated with residential neighborhoods. Telecommuting or internet based businesses or those businesses transparent inside the residence are exempt from permitting pursuant to Section 84.0615(d)(3).

Who approves the Home Occupation Permit?

The Home Occupation Permit application is reviewed by the Planning Division and may be subject to a permit hearing based upon the type of business activity proposed. The hearing notice is sent to the surrounding property owners fifteen days prior to the scheduled hearing. If no response is received by the Town five days prior to the scheduled hearing, the Town may elect not to hold a formal hearing.

Fees

The fee for processing a Home Occupation Permit is \$270 and must be paid to the Town at the time the application is filed. The renewal fee is \$125 per year. The applicant must also obtain a Business Registration from the Administrative Services Dept. The fee for a Business Registration is \$55.

Town of Yucca Valley
Community Development Department
Planning Division
58928 Business Center Dr
Yucca Valley, CA 92284
760 369-6575 Fax 760 228-0084
www.yucca-valley.org

Submittal Requirements

For a Home Occupation Permit, the following information shall be submitted along with the completed application form:

- Property Owners List - A list of all property owners and mailing addresses of properties within 300 feet of the exterior boundaries of the property in question. This list will be used for public notification. This information shall be provided on mailing labels.
- A fully dimensioned site plan of the property to include all buildings/enclosures on the property, parking areas and setbacks from the property lines.
- A fully dimensioned floor plan of the residence to include the area and square footage of the business activity.

Property Owners Mailing List

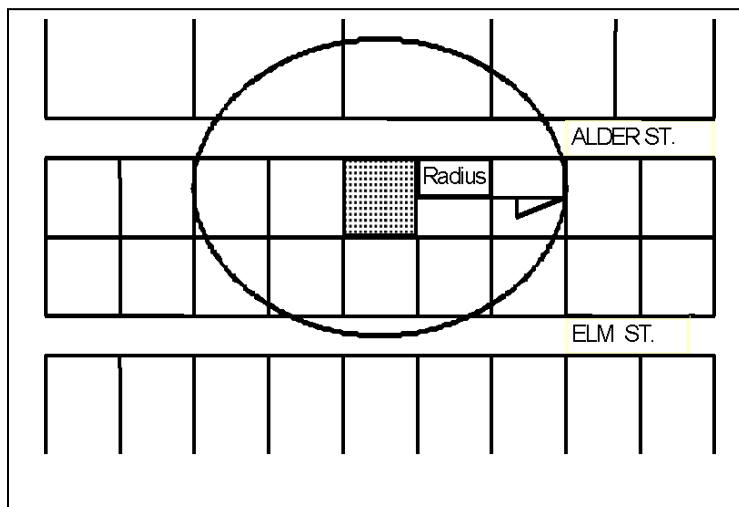
All applications that are subject to a Public Hearing require the applicant to submit a list of property owners who own property contiguous to and within 300 feet of the project site. This process is required by Section 83.010330 of the Development Code to notify residents and property owners in the immediate vicinity. Staff will send public notices to these individuals informing them of the proposed project and scheduled public hearings.

The surrounding property owner information must be obtained from the most current San Bernardino County Assessor's roll or shall be prepared and verified by a title company doing business in San Bernardino County. A County Assessor's office is located at 63665 29 Palms Hwy in Joshua Tree. The general telephone number for the Assessor's office is 760-366-1420.

MATERIALS REQUIRED:

- Two (2) sets of adhesive labels containing the mailing address of the owner(s), applicant(s) and of all surrounding property owners, including vacant properties. Mailing labels must contain: Assessor's Parcel Number, property owners name, address and zip code.
- One (1) copy of the labels sheets.
- One (1) radius map showing the subject property and all surrounding properties. The appropriate radius shall be drawn from the exterior boundaries of the subject property as shown in the sample below. The scale of the radius map shall be large enough to clearly show all surrounding properties.
- One (1) electronic copy of all submitted materials.

Sample Vicinity/Radius Map





SURROUNDING PROPERTY OWNERS LIST CERTIFICATION
(To be submitted with application)

I, _____, certify that on _____ the attached property owners list was prepared by _____ pursuant to the requirements of the Town of Yucca Valley. Said list is a complete compilation of the owner(s), applicant(s) and representative of the subject property and all owners of surrounding properties within a radius of _____ feet from all exterior boundaries of the subject property and is based on the latest equalized assessment rolls of the San Bernardino County Assessor's Office dated _____. I further certify that the information filed is true and correct to the best of my knowledge; I understand that incorrect and erroneous information may be grounds for rejection or denial of the development application.

Signed: _____

Print Name: _____ Date: _____



Home Occupation Permit Application

New Renewal

Date Received _____

By _____

Fee _____

Case # _____

General Information

APPLICANT _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

REPRESENTATIVE _____ Phone _____ Fax _____

Mailing Address _____ Email _____

PROPERTY OWNER _____ Phone _____ Fax _____

Mailing Address _____ Email _____

City _____ State _____ Zip _____

Project Information

Business Name _____ Assessor Parcel Number(s) _____

Business Address _____

Type of business _____

Type of Advertising to be uses _____

Applicant Signature _____

Property Owner Signature _____

Please provide detailed responses to the following:

Approximate volume, units sold, number of customers received per day, year or other time increments:

Description of equipment used (horsepower, voltage, etc.):

Materials used and their manner of delivery to Home Occupation location.

How are contacts made with clients or customers?

Square feet of area used for storage and work area:

Total square feet of residence, including garage:

Brief summary of business being conducted:

Owner/Applicant Authorization

Applicant/Representative: I/We have reviewed this completed application and the attached material. The information included with this application is true and correct to the best of my/our knowledge. I/We further understand that the Town may not approve the application as submitted, and may set conditions of approval. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application.

Signed: _____

Date: _____

Property Owner: I/We certify that I/We are presently the legal owner(s) of the above described property (If the undersigned is different from the legal property owner, a letter of authorization must accompany the form). Further, I/We acknowledge the filing of this application and certify that all of the above information is true and accurate. I/We understand that I/We are responsible for ensuring compliance with conditions of approval. I/We hereby authorize the Town of Yucca Valley and or/its designated agent(s) to enter onto the subject property to confirm the location of existing conditions and proposed improvements including compliance with applicable Town Code Requirements. Further, I/We understand that all documents, maps, reports, etc., submitted with this application are deemed to be public records. This application does not guarantee approval or constitute a building permit application. I am hereby authorizing

_____ to act as my agent and is further authorized to sign any and all documents on my behalf.

Signed: _____

Dated: _____