

HOME OCCUPATION PERMIT Application Packet



Community Development Department
90 North Main Street, Tooele, UT 84074
(435) 843-2132 Fax (435) 843-2139

Dear Applicant,

This application packet has been developed as a means to assist you, the applicant, in understanding the application procedure and requirements when applying for a **Home Occupation Conditional Use Permit**. This packet includes all the necessary background information you will need to prepare and file a complete submittal that will allow your application to be processed and reviewed in the timeliest manner possible. The following materials have been included in this application packet for your convenience:

- Home Occupation Conditional Use Permit Application Form
- Affidavit Form
- Home Occupation Conditional Use Permit Application Checklist

Incomplete applications will not be accepted, receipted, or processed. In order to adequately process your Home Occupation Conditional Use Permit request, the following materials will be required at the time of submission of your application:

- Completed Home Occupation Conditional Use Permit Application Form
- Signed & Notarized Affidavit Form
- All items listed on the Home Occupation Conditional Use Permit Application Checklist (incomplete submissions will not be accepted)
- Application & Processing Fees, as specified in the current Tooele City Fee Schedule
- Other supporting materials as applicable

Should you have any further questions regarding the application materials, process, or laws and ordinances governing Home Occupations, please feel free to contact City Hall at the address and phone number below. The Tooele City Code and Fee Schedule can be accessed via www.tooelecity.org. Thank you for your interest in Tooele City, and we look forward to working with you very soon.

Sincerely,

Tooele City

Home Occupation Permit Application

Community Development Department
 90 North Main Street, Tooele, UT 84074
 (435) 843-2132 Fax (435) 843-2139
www.tooelecity.org



Notice: The applicant must submit copies of the plans and documentation to be reviewed by the City in accordance with the terms of the Tooele City Code. All submitted Home Occupation Conditional Use Permit applications shall be reviewed in accordance with all applicable City ordinances and requirements, are subject to compliance reviews by various City departments, and may be returned to the applicant for revision if the plans are found to be inadequate or inconsistent with the requirements of the City Code. Application submission in no way guarantees placement of the application on any particular agenda of any City reviewing body. It is **strongly** advised that all checklist items be submitted well in advance of any anticipated deadlines.

Project Information					
Date of Submission:		Current Zoning:		Parcel #(s):	
Project Name:				Acres:	
Project Address:				Units:	
Project Description:					
Current Use of Property:					
Property Owner(s):			Applicant(s):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Contact Person:			Address:		
Phone:			City:	State:	Zip:
Cellular:		Fax:		Email:	
Signature of Applicant:					
Date					

*The application you are submitting will become a public record pursuant to the provisions of the Utah State Government Records Access and Management Act (GRAMA). You are asked to furnish the information on this form for the purpose of identification and to expedite the processing of your request. This information will be used only so far as necessary for completing the transaction. If you decide not to supply the requested information, you should be aware that your application may take a longer time or may be impossible to complete. If you are an "at-risk government employee" as defined in *Utah Code Ann.* § 63-2-302.5, please inform the city employee accepting this information. Tooele City does not currently share your private, controlled or protected information with any other person or government entity.

** By submitting this application form to the City, the applicant acknowledges that the above list is not exclusive and under no circumstances waives any responsibility or obligation of the Applicant and or his Agents from full compliance with City Master Plans, Code, Rules and or Regulations.

For Office Use Only			
Fee:	Received By:	Date Received:	Receipt #:
(213)			

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH }
 }ss
COUNTY OF TOOELE }

I/we, _____, being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and the Tooele City Community Development Department staff have indicated they are available to assist me in making this application.

(Property Owner)

(Property Owner)

Subscribed and sworn to me this ___ day of _____, 20__.

(Notary)
Residing in _____ County, Utah
My commission expires: _____

AGENT AUTHORIZATION

I/we, _____, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s), _____, to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this ___ day of _____, 20__, personally appeared before me _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in _____ County, Utah
My commission expires: _____

Conditional Use Permit Application Checklist

Incomplete applications will not be accepted or held.

All required items shall be submitted.

Submission Requirements

- _____ Application Fee
- _____ Completed Application Form
- _____ List of names and complete mailing addresses (street number, street name, city, zip code,) obtained from the Tooele County Recorder's Office, for all property owners of each parcel or lot located within 200 feet of the outside boundary of the subject property.
- _____ 2 copies, sized 24"×36", of accurate scale drawings of the application's proposal showing at least:
 - Existing & proposed streets
 - Existing & proposed buildings
 - Property lines
 - Existing & proposed uses
 - Driveways
 - Pedestrian walkways
 - Off-street parking
 - Off-street loading areas
 - Landscaped areas & property features
 - North arrow & name of project.
 - Date of drawings.
 - Labeled adjacent property owners & uses within 100' of subject property.
 - Existing topography
- _____ One set of plans reduced to 11"×17".
- _____ Additional documentation, as appropriate, pertinent to the application.
- _____ Electronic copies of all submitted application materials in PDF format. If design drawings are prepared for the application, electronic copies also need to be submitted in AutoCAD format.
- _____ Such information, plans, maps, diagrams, and information that may be necessary to assure full presentation of facts for the record and to assist the Planning Commission in making a determination.
 - Commercial applicants must provide full color elevations of the project, color landscaped drawings, and an accurate color board.
 - Day care/preschool home occupation applicants must provide a letter stating hours of operation and number of children desired (8 maximum allowed), and a drawing of the lot and floor plan of home areas to be used for the business.

Application Review

The purpose and intent of a Conditional Use Permit is to allow compatible uses in zoning districts which are related to the permitted uses in the zoning district, and may be suitable and desirable only by compliance with conditions specified by the Planning Commission. All Conditional Use Permit applications will be heard by the Planning Commission. Applications must be complete and filed with the Community Development Department no sooner than 15 days prior to the Planning Commission meeting. The Planning Commission will consider the following as they relate to the proposed Conditional Use Permit:

1. The proposed use is necessary or desirable to provide a service or facility which will contribute to the general well-being of the community and the neighborhood;
2. The location of the proposed use is compatible to other land uses in the general neighborhood and does not place an undue burden on existing transportation, utilities, and service facilities in the vicinity;
3. The site is of sufficient size to accommodate the proposed use together with all yards, open spaces, walls, and fences, parking and loading facilities, landscaping, and such other improvements as required by this code;
4. The site will be served by streets of sufficient capacity to carry the traffic generated by the proposed use;
5. The proposed use, upon compliance with all conditions imposed will not significantly affect other property or potential development in the vicinity, or the health, safety, convenience, or general welfare of the community
6. The proposed use, upon compliance with all conditions imposed, will not significantly increase traffic, light, odor, noise, or environmental pollution generated in the vicinity;
7. The architectural design of proposed use, upon compliance with all conditions imposed, will not significantly vary from the architectural characteristics of other structures in the vicinity; and
8. The proposed use will not involve materials which are determined by the Tooele City Fire Chief to be hazardous, dangerous, or otherwise pose a threat to the health, safety, and welfare of the community.