



# Home Occupation with Clients

office use only

Permit # \_\_\_\_\_

Date Approved \_\_\_\_\_

Staff Signature \_\_\_\_\_

Application

Property Address \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_

Project Description \_\_\_\_\_

Property Owner Mailing Address \_\_\_\_\_

Agent (if different from owner) \_\_\_\_\_ Phone \_\_\_\_\_

Agent Mailing Address \_\_\_\_\_

Agent Email \_\_\_\_\_

Zoning \_\_\_\_\_ Overlay Zoning \_\_\_\_\_

Application Date \_\_\_\_\_ Fee Paid \_\_\_\_\_

Owner/Agent Signature \_\_\_\_\_

(3) copies 11" X 17" and a CD of all plans shall be submitted to a staff planner in person. The following items are required as part of filing an application for a home occupation with clients:

- | Rq'd                     | Rc'd                     | Item  |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee (See staff planner for current fees) \$ <u>350.00</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | Owner's name, address, telephone number & signed consent form         |
| <input type="checkbox"/> | <input type="checkbox"/> | Title report (Not older than 60 days of submittal date)               |

### WRITTEN NARRATIVE

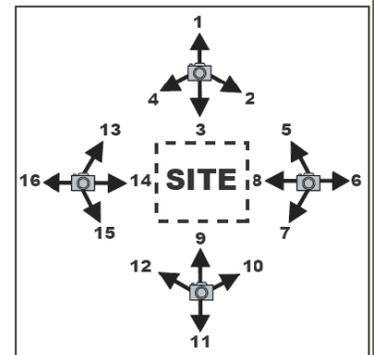
- Proposed business description including: hours of operation, materials being made or stored on-site, hours of operation, number of employees and clients per day, delivery drop off and pick times, type of service being rendered, new structures, remodels or expansion being proposed for the lot, traffic impact to neighborhood noise levels and any other pertinent information.
- General plan and zoning ordinance purpose compliance statements

### PLANS SHALL SHOW THE FOLLOWING:

- Date, graphic scale & north arrow
- Zoning classifications & current uses of properties within 300 feet
- Current plat map for the subject parcel
- Building footprint of all existing structures and proposed structures or additions
- On-site parking for residents, employees and clients and drop off and pick up areas
- Elevations showing any new construction

### SITE CONTEXT PHOTOGRAPHS (Photos shall be labeled referring to photo number and direction of view)

- Showing the site and the context of surrounding buildings/property (No panoramic view photos)
- Taken at the curb and along the property boundaries as shown to the right
- Show adjacent improvements and existing on-site conditions
- Aerial photographs of the site



Planning and Zoning Department

1265 E. Fort Union Blvd. #250, Cottonwood Heights, UT 84047 - (801) 944-7000