

# SUMMIT COUNTY PLANNING DEPARTMENT

## SUBMITTAL REQUIREMENTS FOR HOME OCCUPATION PERMITS



### CLASS 2 DEVELOPMENT REVIEW PROCESS

Per the provisions of Section 12003 of the Summit County Land Use and Development Code (“Code”), it is hereby acknowledged that situations will occur when all of the listed submittal requirements will not be needed, and situations will also occur when items not listed as submittal requirements will be needed in order for the County to have sufficient information to fully evaluate the impacts of an application. Accordingly, the Planning Department is authorized by the Summit County Board of County Commissioners (“BOCC”) per the provisions of Section 12003 et seq. of the Code to determine, based on the nature of an application, whether to waive BOCC adopted submittal requirements or require additional information based on the nature of each application.

The following shall be submitted to the Planning Department with a Class 2 development review application for a home occupation permit, except for items that may be waived, or additional items that may be required, in accordance with Section 12003 et seq. of the Code:

Initial and date when required (Office use only)	Initial and date when submitted (Office use only)	<b>A. Written Material</b>
		<b>1. Application Form:</b> Attached to the packet.
		<b>2. Letter from Property Owner(s):</b> Letter from property owner indicating that such owner is applying for a development review application, or a letter from the property owner giving permission for another person or entity to apply for a home occupation permit.
		<b>3. Legal Description and Acreage:</b> If unplatted, prepared by registered land surveyor. If legally platted, the legal description can be on the application form.
		<b>4. Criteria for Decision Statement:</b> Statement of how the required criteria for decision can be met.
		<p><b>5. Narrative:</b> Narrative on how the permit will comply with each criterion contained in Section 3810.05:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Location on Same Lot as Residence:</b> At all times, the activity shall be located on the same lot as the residence of the person conducting the home occupation.</li> <li><input type="checkbox"/> <b>Activity Containment:</b> The activity shall be contained within a closed building, except for 1) home day care; and, 2) non-residential storage associated with the home occupation that is established in accordance with Section 3815 et seq.</li> <li><input type="checkbox"/> <b>Parking:</b> <ul style="list-style-type: none"> <li>✓ The location of the home occupation, nor the provision of additional parking for the home occupation, shall interfere with the provision of mandatory parking spaces for that property, pursuant to the Code.</li> <li>✓ On parcels less than 0.5 acres in size, no more than two (2) vehicles associated with the home occupation shall be parked where the home occupation is located. On properties, which are 0.5 acres or greater, parking of additional vehicles for the home occupation may be approved by the Review Authority, if it is determined by the Review Authority that the additional vehicles will not 1) prevent the home occupation from meeting any of the other criteria for approval listed in this section or the applicable requirements of this Code, and 2) negatively impact the residential character of the property when viewed from adjacent properties.</li> </ul> </li> </ul>

		<p>✓ All vehicles parked on the Property shall meet the applicable provisions of this Code, including the Parking Regulations contained in Section 3700 et seq. and the Outdoor Storage Regulations contained in Section 3815 et seq.</p> <ul style="list-style-type: none"> <li>❑ <b>Person's Who May Conduct Home Occupation:</b> All home occupation activities conducted on any location must be conducted only by the person(s) who reside at that location, and no more than one other person who resides at any other location. This limitation of one additional person shall apply without limitation to any employee, independent contractor, officer, agent, partner, volunteer, or any person serving in any other capacity for the benefit of the home occupation. This limitation on the number of persons conducting the home occupation shall apply to any employee or employer who comes to the property, and does not limit having additional employees who <u>only</u> work at off-premise locations other than the parcel where the home occupation is located.</li> <li>❑ <b>Need for Primary Residence:</b> The person(s) conducting the home occupation must have his or her primary residence on the property at all times, and all home occupation activities must remain incidental and secondary to the use of the property for residential purposes.</li> <li>❑ <b>Maximum Floor Area:</b> The amount of floor area used for the home occupation activity, including any indoor storage, shall at no time exceed 25% of the floor area contained on the property, inclusive of all structures located thereon. This provision does not apply to home day care.</li> <li>❑ <b>Non-residential Outdoor Storage:</b> A home occupation activity may also have non-residential outdoor storage associated with the home occupation, subject to meeting the specific requirements contained in Section 3815 and related requirements of this Code (setbacks, site coverage, etc.).</li> <li>❑ <b>Significant, Adverse Impact:</b> The home occupation activity shall not result in any significant, adverse impacts to adjacent properties, including but not limited to objectionable noise, fumes, dust or electrical disturbance, as shall be determined by the Planning Department in its sole discretion.</li> <li>❑ <b>Traffic Impacts:</b> The home occupation activity shall not generate traffic volumes exceeding that produced by the dwelling unit by more than four (4) average daily trips, or a maximum of ten (10) trips during any 24 hour period. This limit of four (4) average daily trips shall be based upon a monthly average in the immediate neighborhood, as shall be determined by the Planning Department in its sole discretion.</li> <li>❑ <b>Display:</b> No home occupation activity may include any window or outdoor display of goods, any stock in trade, or any other commodities.</li> <li>❑ <b>No Retail Trade On Premise:</b> No home occupation activity may conduct retail sales on the premises (no physical exchange of goods or merchandise may occur on the property).</li> <li>❑ <b>Customer Pick-up or Delivery:</b> Customer pick-up and delivery is limited by the traffic limits stated in Section I above. A home occupation shall not have more trips than limited by this section due to customer pick-up or delivery.</li> <li>❑ <b>Compliance with Sign Regulations:</b> Any signs advertising a home occupation activity must first be reviewed and approved upon issuance of a sign permit in accordance with the Summit County sign regulations contained in Chapter 9 of this Code.</li> <li>❑ <b>Additional Conditions:</b> The Planning Department, in its sole discretion, may impose any additional conditions of approval upon any conditional use permit in order to ensure that the criteria set forth herein, and the purpose and intent of this section, are met and adhered to.</li> </ul>
		<p><b>B. Graphic Material</b></p>
		<p><b>1. Vicinity Map</b></p>
		<p><b>2. Site Plan (1":10', 1":20' or 1":30' scale) including:</b></p> <ul style="list-style-type: none"> <li>❑ Proposed or existing building or structure layout.</li> <li>❑ Proposed or existing parking area layout per Section 3700 et seq. and Chapter 5 of the Code, including but not limited to: <ul style="list-style-type: none"> <li>✓ Alignments and names of streets that border the site.</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>✓ Configuration of proposed driveways or other accessways.</li> <li>✓ Parking areas showing the dimensions of parking stalls and aisles or driveways, handicapped parking spaces and required signage, pavement striping and markings, parking area signs, location of plazas, curbs, gutters, sidewalks, walls and fences, parking area lighting, parking area landscaping, and any required loading/unloading areas.</li> <li>✓ Spot elevations of proposed parking areas and associated aisles or driveways.</li> <li>✓ Refer to Section 3700 and review the detailed parking requirements of the Code.</li> <li>❑ Proposed non-residential outdoor storage areas per the requirements of Section 3815 et seq.</li> <li>❑ Proposed or existing landscaping plan per Section 3600 et seq. of the Code.</li> <li>❑ Proposed or existing grading and drainage plan, with proposed grading shown in a USGS datum with two foot contour intervals by solid lines and spot elevations on any foundations, parking areas, trails, sidewalks and roadways.</li> </ul>
		<p><b>3. Floor Plans:</b> Dimensioned floor Plans to 1/4:1 to 1/8:1 architectural scale, or other scale as may be approved by the Planning Department based on the extent of a proposed building, including:</p> <ul style="list-style-type: none"> <li>✓ Use of interior spaces and proposed configuration of countertops, kitchens, wetbars, bathrooms, sinks, etc.</li> <li>✓ Location of all entries and doors, windows and wall openings, interior walls and doors.</li> <li>✓ Patios, decks, parking areas, stairs, bay windows, chimneys and all other improvements associated with the dwelling.</li> <li>✓ Exterior walls with a solid line and the roof dripline in a dashed line.</li> </ul>
		<p><b>4. Sign Plans:</b></p> <ul style="list-style-type: none"> <li>❑ If any signs are proposed in accordance with the Home Occupation Regulations, elevations to scale showing the location of each sign on the building surface and its position relative to the floors in the building, roof lines, door and window openings.</li> </ul>
		<p><b>C. Other Materials</b></p>
		<p><b>1. Development Review Processing Fee:</b> Required fee and adjacent property owner notification printing &amp; mailing cost (payable to Summit County Government).</p>
		<p><b>2. Number of Copies Required:</b></p> <ul style="list-style-type: none"> <li>❑ ___ copies of stapled packets of the graphic material, in the scale as outlined above at 24" x 36" in size, <b>folded to 8½"x11"</b>.</li> <li>❑ ___ copies of stapled packets of the graphic material that are scalable at 11" x 17" in size, <b>folded to 8½"x11"</b>.</li> <li>❑ ___ copies of the written materials.</li> <li>❑ Individual PDF's of each item required as part of the submittal, separated and labeled according to the submittal requirements.</li> </ul>
		<p><b>3. The Planning Department</b> may require you to submit additional information needed for review of your application.</p>

I, \_\_\_\_\_ understand and acknowledge the above listed submittal requirements are needed in order to make application for a Home Occupation Permit Application. The application includes all the submittal requirements as indicated by an initial and date on the submittal requirement checklist. All applicable fees, any required plans and any other submittal documents so indicated "*When Required*" on this checklist are also included in the submittal.

Date of Pre-Submittal Meeting: \_\_\_\_\_

Planner's Signature: \_\_\_\_\_