



HOME OCCUPATION PERMIT (#4230)

Home Occupations and Cottage Industries are commercial uses which are accessory to a residential land use where such a use will clearly not alter the character nor the appearance of the residential environment. Home Occupations and Cottage Industries shall be permitted as an accessory uses to a residential land use, subject to a Home Occupation Permit or a Special Use Permit and to the following conditions.

Home Occupation and Cottage Industry standards are divided into three (3) groups of provisions:

- (1) General standards applying to both Home Occupations and Cottage Industries.
- (2) Home Occupation standards for properties within land use districts which allow residential uses.
- (3) Cottage Industry standards for land use districts which require a minimum parcel size of two and one-half (2 1/2) acres and where the lot size is at least one (1) acre.

GENERAL STANDARDS

All Home Occupations and Cottage Industries shall adhere to the following standards:

- (1) Pedestrian and vehicular traffic will be limited to that normally associated with residential districts.
- (2) The Home Occupation shall not involve the use of commercial vehicles for the delivery of materials to or from the premises beyond those commercial vehicles normally associated with residential uses.
- (3) The Home Occupation shall be confined to an enclosed structure.
- (4) The appearance of the structure shall not be altered nor the occupation within the residence be conducted in a manner which would cause the premises to differ from its residential character either by the use of colors, materials, construction, lighting, signs or the emission of sounds, noises and vibrations. The uses of utilities and community facilities shall be limited to that normally associated with the use of property for residential purposes.

- (5) If operation is to be operated by a tenant of the property, notarized written permission from the property owner for the use of the property for the Home Occupations shall be submitted.
- (6) All required permits from other agencies and departments shall be submitted with the Home Occupation Permit application.
- (7) Noise emanations shall not exceed fifty five (55) dBA as measured at the property lines at all times.
- (8) Any activity producing glare shall be carried on so that direct or indirect light from the source shall not cause glare onto an adjacent parcel.
- (9) Storage or use of chemicals, solvents, mixtures or materials which are corrosive, toxic, flammable, and irritant, a strong sensitizer, or other similar materials used in Home Occupation shall be used only with the written approval of the appropriate authority (s) as determined by the Hazardous Waste Risk Assessment Section of the County Department of Environmental Health Services.
- (10) Parking shall comply with the parking requirements specified by Division 7, Chapter 6 of this Title. One additional parking space shall be provided for each non-resident employee.
- (11) Motor vehicle repair or service will not be allowed as a Home Occupation use.
- (12) Public advertising (e.g. handbills) shall only list: phone number, home occupation operator's name, post office box and description of business. Location information shall be limited to community name only. Business address or location should not be included in any public advertising.

HOME OCCUPATION STANDARDS

Home Occupations are allowed on any property that is within a land use district that allows residential uses subject to a Home Occupation permit and the following provisions:

- (1) All employees, partners or operators of the home occupation, shall be members of the resident family and shall reside on the premises.
- (2) Up to twenty-five percent (25%) or two hundred fifty (250) square feet, whichever is greater, of the total floor area of the dwelling unit and related accessory structures, may be used for storage of materials and supplies related to the Home Occupation.

COTTAGE INDUSTRY STANDARDS

Cottage Industries are allowed on properties that are at least one (1) acre in area within land use districts that allow residential uses and which require a minimum lot area of two and one-half (2 1/2) acres or greater, subject to a Special Use Permit and the following:

- (1) All employees, partners or operators of the home occupation, except two (2), shall be members of the resident family and shall reside on the premises.
- (2) A non-illuminated identification sign, not to exceed twelve (12) square feet in area and stating the business name and telephone number shall be permitted. If not attached to the residence, such sign shall not exceed six (6) feet in height and must blend with the architectural style of the structure and the neighborhood.
- (3) Up to thirty five percent (35%) of the total floor area of the dwelling unit and related accessory structures or five hundred (500) square feet, whichever is greater, of the home may be used for storage of materials, supplies and equipment related to the cottage industry.
- (4) Operating hours of a Home Occupation shall be between the hours of seven (7:00) a.m. and eight (8:00) p.m.
- (5) Direct sales of products or merchandise shall be limited to seven (7) customers per week.

**CITY OF YUCAIPA COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION
34272 YUCAIPA BOULEVARD
YUCAIPA, CA 92399
(909) 797-2489 X 250**

HOME OCCUPATION PERMIT APPLICATION

APPLICATION FEE: \$200.00 (Non-refundable)(#4230)
ANNUAL RENEWAL: \$ 50.00 (Business License)
APPEAL: \$264.00

1. APPLICANT'S NAME _____ DATE _____
FICTITIOUS BUSINESS NAME (IF APPLICABLE) _____
2. MAILING ADDRESS _____ ZIP CODE _____
SITUS ADDRESS _____ ZIP CODE _____
3. TELEPHONE _____ ASSESSOR'S PARCEL NUMBER _____
4. INDIVIDUAL TO BE NOTIFIED OTHER THAN APPLICANT _____
5. LOCATION OF PROPERTY (List street address, nearest cross street and/or major intersection.):

6. PROPERTY DIMENSIONS _____ TOTAL SQUARE FOOTAGE _____
7. CURRENT LAND USE DISTRICT _____
8. DESCRIBE TYPE OF BUSINESS PROPOSED _____

9. LIST THE NUMBER OF EMPLOYEES IN CONJUNCTION WITH THIS BUSINESS
_____ FT _____ PT
10. ARE ALL EMPLOYEES, PARTNERS, OR OPERATORS OF THE HOME OCCUPATION MEMBERS OF THE RESIDENT FAMILY? _____ (YES)
_____ (NO)
11. DO ALL EMPLOYEES, PARTNERS, OR OPERATORS OF THE HOME OCCUPATION RESIDE ON THE PREMISES? _____ (YES) _____ (NO)

12. LIST THE TOTAL SQUARE FOOTAGE OF FLOOR AREA USED FOR STORAGE

13. LIST THE TYPE AND SIZE OF SIGN PROPOSED _____
14. DOES THE PROPERTY HAVE ON-SITE PARKING? _____ (YES) _____ (NO)
15. LIST THE TYPE AND NUMBER OF VEHICLES USED IN CONJUNCTION WITH THE HOME OCCUPATION _____
16. LIST THE ESTIMATED VOLUME OF MERCHANDISE TO BE SOLD AND/OR CUSTOMERS TO SERVICE: PER DAY, YEAR, OR OTHER TIME INCREMENTS

17. WILL DIRECT SALES EXCEED SEVEN (7) CUSTOMERS PER WEEK? _____
18. LIST THE MATERIAL(S) TO BE USED, AND DESCRIBE THE MANNER IN WHICH THESE ITEMS ARE TO BE DELIVERED TO THE OCCUPATION SITE

19. DESCRIBE THE EQUIPMENT TO BE USED (LIST HORSEPOWER, VOLTAGE, ETC.) _____

20. HOW ARE CONTACTS MADE WITH CLIENTS AND/OR CUSTOMERS?

21. PLEASE WRITE A BRIEF SUMMARY OF THE BUSINESS TO BE CONDUCTED.

 I certify under penalty of perjury that the above information is true and correct and that I have read and understand and will abide by Yucaipa Development Code Section 87.0215. I understand that my permit may be voided for non-compliance of the conditions set forth in the approved permit.

 APPLICANT SIGNATURE

 DATE

 PROPERTY OWNER NAME (PRINT OR TYPE)

 PROPERTY OWNER SIGNATURE

 DATE

SUBMITTAL CHECKLIST

1. HOME OCCUPATION APPLICATION
2. \$200 APPLICATION FEE PAYABLE TO THE CITY OF YUCAIPA
3. PROPERTY OWNERS LIST - You must provide a list of all property owners and their addresses that are contiguous to the exterior boundaries of the site as shown on the latest equalized assessment rolls of the San Bernardino Tax Assessor. These names shall be typed on gummed labels (3 sets) and shall be accompanied by a copy of the assessor's parcel book map(s) showing properties included. This list will be used for purposes of public notification. (Refer to Instructions)
4. CERTIFIED PROPERTY OWNERS LIST DECLARATION

NOTICE TO SURROUNDING PROPERTY OWNERS

If the Community Development Director finds that the proposed use cannot meet the above guidelines, or requirements outlined in Section 84.0615 of the City Development Code, he/she shall deny the permit request.

If the proposed use can meet the criteria set forth in Section 84.0615, this office shall give notice to all owners or contiguous property, making them aware of the character and scope of the proposed use and request their comments.

CERTIFIED PROPERTY OWNERS LIST DECLARATION

Provide **three (3) sets of adhesive labels** and **one xerox copy** of the addresses listing the assessor parcel number, name, and address of surrounding property owners, the applicant, and all representatives. An example is provided below of the correct label format.

PROPERTY OWNERSHIP INFORMATION MUST BE OBTAINED FROM THE COUNTY TAX ASSESSOR'S OFFICE LOCATED AT: 172 WEST 3RD STREET, SAN BERNARDINO, CALIFORNIA

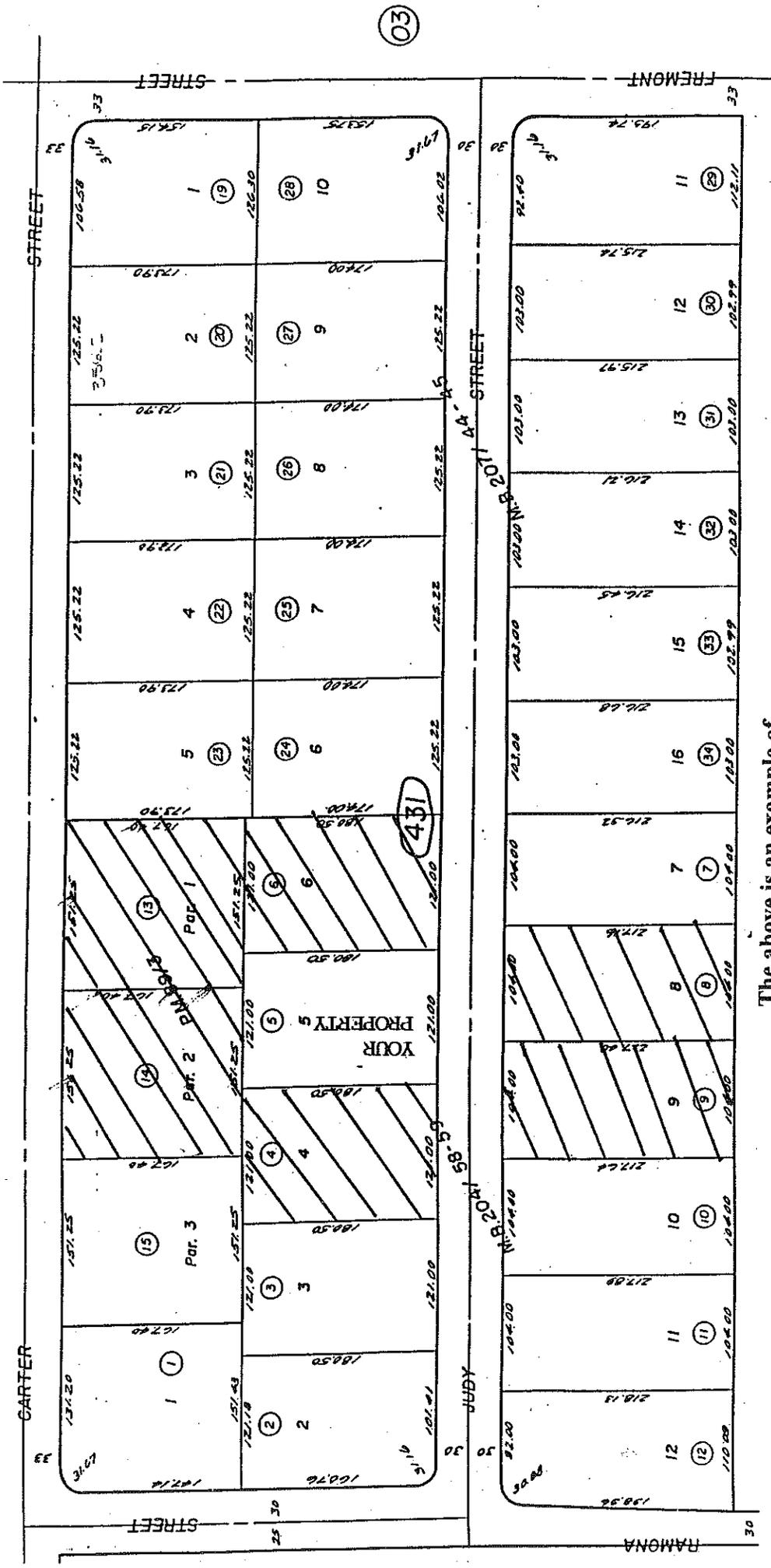
<p>EXAMPLE: ASSESSOR'S PARCEL NUMBER NAME ADDRESS CITY, STATE, ZIP CODE</p>
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I certify under penalty of perjury that, to the best of my knowledge, the enclosed list contains the names and addresses of all persons to whom property is assessed as they appear on the latest available County assess role. This list includes all owners (whether resident or absentee) of properties contiguous to mine.

DATE

SIGNATURE

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The above is an example of contiguous properties. The shaded areas are the property owners we need the names and address of.