



Development Services Department

Home Occupation Permit (HOP)

DEPOSIT	\$255.00 non-refundable
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INSTRUCTIONS TO APPLICANT

1. The applicant must complete the attached form as prescribed, and all of the following information must be attached before it can be accepted for filing by the Planning Department.

PROCESSING COSTS: The City operates on the basis of full cost recovery for the processing of planning projects. Deposits made at the time of application are projected to be sufficient for the processing of applications, however, additional deposits may be required to cover the costs for review of projects. If at any time deposits are insufficient to cover projected costs, processing of the project will be stopped until sufficient additional funds are deposited with the City. Lack of sufficient funds on deposit will suspend any required processing time frames.

PROCESS

Planning Staff will review all Home Occupation Permit requests and determine if the proposed home occupation meets all requirements of Chapter 17.95 of the Adelanto Municipal Code, entitled "Home Occupation Permits."

ADDITIONAL INFORMATION

17.95.020 Permitted Home Occupation Uses

- (a) Home Occupations are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood. The following uses are permitted home occupations:
 - (1) Architectural services;
 - (2) Art restoration;
 - (3) Art studio;
 - (4) Catering service (one vehicle only);
 - (5) Consulting services;
 - (6) Contracting (administrative office only);
 - (7) Computer programming;
 - (8) Day Care/Babysitting (six [6] or fewer children)
 - (9) Data processing;

- (10) Direct sale product distribution (Amway, Avon, Jaffra, Tupperware, Herbalife, etc.);
 - (11) Drafting and graphic services;
 - (12) Dressmaking, sewing, tailoring, contract sewing (one sewing machine, no assembly);
 - (13) Engineering service;
 - (14) Financial planning;
 - (15) Flower arranging;
 - (16) Home crafts (including ceramics with kiln up to six (6) cubic feet; silk screening. However, storage of flammable or hazardous materials is prohibited. Proposed materials are subject to the review and approval of the Adelanto Fire Department);
 - (17) Home photographer;
 - (18) House cleaning service;
 - (19) Insurance sales or broker;
 - (20) Interior design;
 - (21) Jewelry making; jeweler (storage of flammable or hazardous materials is prohibited. Proposed materials are subject to the review and approval of the Adelanto Fire Department);
 - (22) Laundry; ironing service;
 - (23) Locksmith;
 - (24) Mail order (not including retail sales from site);
 - (25) Private investigator;
 - (26) Sales representative (administrative office only);
 - (27) Swimming pool cleaning (storage of flammable or hazardous materials is prohibited. Proposed materials are subject to the review and approval of the Adelanto Fire Department);
 - (28) Telephone answering, switchboard, call forwarding;
 - (29) Typing, word-processing service;
 - (30) Writing.
- (b) Any business or home occupation not specifically described above or subsequently authorized by the Planning Director or Planning Commission shall be prohibited.
- (c) If a resident believes that his/her proposed Home Occupation is similar to those described above and would not violate any performance standard established herein, the resident may apply for a determination by the Development Services Director to establish that the proposed Home Occupation is consistent with the provisions of this Chapter. If the Development Services Director does not believe the proposed Home Occupation is consistent with those home occupations described in this Chapter or that it violates one or more performance standards, the Planning Director shall deny the permit. The denial of the permit by the Development Services Director shall be subject to appeal first to the Planning Commission.

CASE NO. _____ DATE FILED _____

Total Fees Paid _____ Receipt No. _____

Name of Applicant		Phone	
Address			
City	State	Zip Code	
Name of Representative		Phone	
Address			
City	State	Zip Code	

[Applicant must be the owner of the land, the lessee having a leasehold interest of not less than three (3) years, or the agent of the foregoing, duly authorized in writing.]

I/We the undersigned owner , lessee or agent of the property described below, hereby request that the Planning Director action identified above occur on property located at _____

between _____ (St., Ave., Rd.)

and _____ (St., Ave., Rd.) in a _____ Zone.

The EXACT CURRENT legal description of said property is: (the legal description may be given as tract lots, including Section, Township, and Range, or it may be described by metes and bounds with a point of beginning that can be identified on the City Engineer's maps).

Assessors Parcel No. _____

<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature: _____
Date: _____

Answer the following questions in detail (add additional sheets as necessary):

- 1. In 6 words or less describe your home occupation.

- 2. Describe in detail the project and/or proposed use of the property and the nature of the request. Said description shall include the following: Type of structure (i.e., single family residence, mobile home, apartment); type and name of business; type of equipment, materials and processes used; how the business is to be conducted; storage area required; and any other information which you believe will help the Director understand the nature of your occupation.

- 3. Why do you feel your business is more appropriate as a home occupation, rather than required to locate at a commercial address?

4. How long do you propose to operate your business as a home occupation?

5. Explain how your business, if similar to an established commercial business, should be able to operation under a Home Occupation Permit.

6. In reviewing and acting upon an application for a Home Occupation Permit the Director must determine the applicant's ability to meet the following requirements. Please initial the following criteria indicating your understanding of them.

_____ All businesses and Home Occupations shall obtain and have renewed annually a Business License through the City of Adelanto.

_____ Home Occupation uses shall be incidental to the primary use of the structure as a residential use and shall not detract from the residential character of the neighborhood. No more than five hundred (500) square feet of the floor area of the dwelling unit may be used in connection with a Home Occupation or for storage purposes in connection with a Home Occupation.

- _____ Only individuals permanently residing on the premises shall be employed in the Home Occupation.
- _____ There shall be no exterior indication of the home occupation or variation from the residential character of the principal building.
- _____ There shall be no exterior operations, storage, or display of materials to be used in conjunction with a Home Occupation.
- _____ There shall be no signs, banners, or flags displayed which would be visible from outside the dwelling unit.
- _____ There shall be no process, procedure, substance, or chemical used which is hazardous to public health, safety, morals, or welfare.
- _____ Visitors, customers, or deliveries associated with the permitted home occupation use shall not shall not exceed a five (5) trips per day.
- _____ No home occupation activity shall produce noxious matter, vibrations, glare, dust, electrical interference, or perceptible noise beyond the lot line.
- _____ No advertisement shall be placed in any media containing the address of the property.

7. The following statement must be signed in front of a Notary and original Notary acknowledgement attached to this document, or signed in front of Planning Staff.

I/We _____
 (Please Print)

being first duly sworn, each for himself or herself, deposes and says that I/we am/are the owner(s) /lessee /agent of the property involved in this application and that the foregoing statements herein contained and the information herein submitted, are in all respects true and correct to the best of my knowledge and belief.

Signature of Applicant: _____
 (if different from owner)

Signature of Owner:					
Mailing Address:					
City		State		Zip Code	
Phone (H)			Phone (W)		

LETTER OF AUTHORIZATION
IF APPLICANT OTHER THAN PROPERTY OWNER

I, _____, as owner(s) of property identified as Assessor's Parcel
Property Owner(s)

No(s). _____ and/or Tract/Parcel Map _____, Parcel/Lot

No. _____ do hereby authorize _____ to represent me
Authorized Agent

as agent in seeking approval of the following project(s): _____

Signed _____
Property Owner(s)

Date: _____

Signed _____
Authorized Agent

Date: _____

NO APPLICATION FROM AN INDIVIDUAL OTHER THAN THE PROPERTY OWNER WILL BE ACCEPTED UNLESS THIS DOCUMENT, OR A SIMILAR DOCUMENT, IS COMPLETED, SIGNED AND SUBMITTED AS PART OF THE PROJECT APPLICATION.