



HOME OCCUPATION APPLICATION

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 Occupations 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 ½) acres and where the lot size is at least one (1) acre.

APPLICATION FEE

\$451.00 Application fee payable to City of Yucaipa (#4230)
\$70.00 Annual Renewal (Business License)

FEE POLICY

This is a **Set Fee** application. The application fees must be paid to the City at the time the application is submitted. If this application is combined with other Set Fee applications, the sum of all of the application fees shall be required. However, these are the only fees you will be charged for processing the application.

TABLE OF CONTENTS

Part A:	General Standards
Part B:	Home Occupation Application Questionnaire
Part C:	Hazardous Waste Site Certification
Part D:	Surrounding Property Owners' Certification
Part E:	Submittal Checklist

PART A: GENERAL STANDARDS

All Home Occupations and Cottage Industries shall adhere to the following tandards (refer to Section 84.0615 of the Development Code):

1. Pedestrian and vehicular traffic will be limited to that normall associated with residential districts.
2. The Home Occupations 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 use
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 use of utilites 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 time.
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. Motor vehicle repair or service will not be allowed as a Home Occupation use.
11. 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 landuse district that allows residential uses subject to a Home Occupation permit and the following provisions:

1. All employees, partners, or operations 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 ½) 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. 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, if Cottage Industry.
3. 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 residences, such sign shall not exceed six (6) feet in height and must blend with the architectural style of the structure and the neighborhood.
4. Up to thirty five percent (35%) of the total floor area of the dwelling unit and related accessory structures of 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.
5. Operating hours of the Home Occupation shall be between the hours of seven (7:00) a.m. and eight (8:00) p.m.
6. Direct sales of product or merchandise shall be limited to seven (7) customers per week.

**PART B: HOME OCCUPATION PERMIT APPLICATION
QUESTIONNAIRE**

PLEASE COMPLETE EACH STATEMENT OR ANSWER EACH QUESTION to the best of your ability. **All questions must be answered, or the application will not be taken in.** If the answer is unknown, or if the question is not applicable, please write "Don't Know" or "Not Applicable" as appropriate. Only use City forms. If more space is needed, use attachments.

Applicant Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Assessor Parcel Number(S): _____

Fictitious Business Name (If Applicable) _____

Email Address _____

Individual to Be Notified Other Than Applicant _____

Location of Property (List street address, nearest cross street and/or major intersection.):

Property Dimensions _____ Total Square Footage _____

1. Current Land Use District _____

2. Describe Type of Business Proposed _____

3. List the number of employees in conjunction with this business _____ ft. _____ pt.

4. Are all employees, partners, or operators of the home occupation members of the resident family? _____ (yes) _____ (no)

5. Do all employees, partners, or operators of the home occupation reside on the premises? _____ (yes) _____ (no)

6. List the total square footage of floor area used for storage _____

7. List the type and size of signage proposed _____

8. Does the property have on-site parking? _____ (yes) _____ (no)

9. List the type and number of vehicles used in conjunction with the home occupation

10. List the estimated volume of merchandise to be sold and/or customers to service: per day, year, or other time increments

11. Will direct sales exceed seven (7) customers per week? _____ (yes) _____ (no)

12. List the material(s) to be used, and describe the manner in which these items are to be delivered to the occupation site

13. Describe the equipment to be used (list horsepower, voltage, etc.)

14. How are contacts made with clients and/or customers?

15. 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 84.0215. I understand that my permit may be voided of non-compliance of the conditions set forth in the approved permit.

APPLICANT SIGNATURE

DATE

PROPERTY OWNER NAME (PRINT OR TYPE)

PROPERTY OWNER SIGNATURE

DATE

PART C: HAZARDOUS WASTE SITE CERTIFICATION

INSTRUCTIONS:

Pursuant to the requirements of Government Code Section 65962.5, before an application for a development project may be accepted by the City, the applicant shall first consult the lists compiled by the Department of Toxic Substances Control, and sign a statement indicating whether the project is located on a site that is included on any of the lists. The lists compiled by the Department of Toxic Substances Control include the following:

- (1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code;
- (2) All land designated as hazardous waste property or border zone property pursuant to former Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code;
- (3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land;
- (4) All sites listed pursuant to Section 25356 of the Health and Safety Code;
- (5) All public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code;
- (6) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code;
- (7) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California Regional Water Quality Control Board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code;
- (8) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials; and
- (9) All solid waste disposal facilities from which there is a known migration of hazardous waste.

The lists compiled by the Department of Toxic Substances Control may be viewed on-line, on the State of California, Water Resources Control Board website, at <http://geotracker.waterboards.ca.gov/map/?CMD=runreport&myaddress=yucaipa>.

This certificate must be submitted with all development applications, except legislative acts, i.e. General Plan policy or Development Code Amendments.

HAZARDOUS WASTE SITE CERTIFICATION FORM:

I, the undersigned, hereby state that I am the ___applicant, ___owner, ___officer, of the property(ies) on which this application is submitted (“Project Site”), and state that I have consulted the list compiled by the Department of Toxic Substances Control pursuant to the requirements of Government Code Section 65962.5. I further state that the Project Site ___is, ___is not, identified on said lists.

List Assessor Parcel Numbers of the project property.

SIGNATURE OF PERSON CERTIFYING THIS REVIEW:

Name (Print)

Signature

Date

PART D: SURROUNDING PROPERTY OWNERS' CERTIFICATION

Prepare labels for all property owners within the area as prescribed by the formulas listed below. Please include the applicant, representative and the owner of record in these labels. Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the project property perimeter:

Printed Name	Signature	Date
--------------	-----------	------

FORMULA: The property for which this application is being processed is:

Minor Subdivision, Minor or Major Variance, Special Use Permit, Planning Use Permit, Home Occupation Permit, or Massage Therapy Establishment = all contiguous properties. Contiguous means touching or across street including corners.

ALL OTHER APPLICATIONS:

20.0 acres or less = contains all parcels within 300 feet of the external boundaries.

20.1 acres to 160.0 acres = contains all parcels within 700 feet of the external boundaries.

160.1 acres or greater = contains all parcels within 1,300 feet of the external boundaries.

If project involves a "Hazardous Waste Facility" = contains all parcels within 3,000 feet of the external boundaries.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

NOTE: **No punctuation** is to be placed on the last line between city, state and zip code. **Italic type print** is **not** permitted, and characters **cannot** touch; please verify that each label is legible. **No extraneous print** is allowed on or below the delivery address line. Each label shall be a rectangle of 1" x 2-5/8" or greater. Information must be in the format designated below. (i.e. APN number must be on top line.)

Accessor Parcel Number Name Address City, State ZIP
--

0318-000-00 John Doe 12345 Main Street Yucaipa CA 92399
--

PART E: HOME OCCUPATION PERMIT SUBMITTAL CHECKLIST

1. Home Occupation Application
2. Pay application fee
3. **One signed and dated copy** of the “Hazardous Waste Site Certification” (Part C).
4. **One copy** of the appropriate assessor’s map obtained from the County Assessor’s Office.
5. Surrounding Property Owners Certification, mailing labels, and surrounding ownership radius map:
 - a. **One copy** of the signed Surrounding Property Owners Certification (Part D). (Property owner information may be obtained from Assessor’s Parcel Books in the County Assessor’s Office).
 - b. **Three sets** and **one xerox copy** of labels (see format on Part D) listing names and addresses of all surrounding property owners. Please include a label for the applicant, the owner, and all representatives.
 - c. **One copy** of the surrounding ownership map.