

HOME OCCUPANCY ZONING CLEARANCE PERMIT APPLICATION FORM

CITY OF SANTA CRUZ
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

THIS APPLICATION FORM IS FOR ZONING CLEARANCE ONLY
AND DOES NOT AUTHORIZE OCCUPANCY WITHOUT FULLY
COMPLYING WITH ALL CITY REQUIREMENTS

FEE \$ _____

MUNICIPAL CODE –
ZONING ORDINANCE SECTIONS
24.04.188 AND 24.10.160

1. GENERAL INFORMATION

ADDRESS OF BUSINESS _____

A.P.N. _____ ZONING DISTRICT _____

NAME OF APPLICANT _____ PHONE _____

ADDRESS _____
STREET CITY/STATE ZIP

NAME OF BUSINESS _____

DETAILED DESCRIPTION OF BUSINESS (DESCRIBE SPECIFIC BUSINESS SERVICES, PRODUCTS, AND ACTIVITIES AND ATTACH ADDITIONAL INFORMATION AS NEEDED)

DATE OF OCCUPANCY (BUSINESS START DATE) _____

2. BUSINESS INFORMATION

A. HOURS OF OPERATION _____

B. IS THE EMPLOYEE A MEMBER OF THE RESIDENT FAMILY/HOUSEHOLD? _____

C. HOW MANY VEHICLE TRIPS PER DAY TO THE RESIDENCE, INCLUDING
CLIENTS AND DELIVERIES, WILL THE BUSINESS GENERATE PER DAY? _____

D. HOW MANY SQUARE FEET OF THE RESIDENCE WILL BE USED FOR THE BUSINESS? _____

E. WHAT ROOM(S) OF THE RESIDENCE WILL BE USED FOR THE BUSINESS? _____

F. WILL THE BUSINESS REQUIRE STORAGE OR USE OF HAZARDOUS OR UNSANITARY MATERIALS? _____

G. WILL THE BUSINESS RESULT IN NOISE, ODOR, GLARE, VIBRATION, SMOKE, OR OTHER NUISANCE FEATURES? _____

H. AUTO/TRUCK/MOTORCYCLE/MOTOR BOAT REPAIR BUSINESSES ARE PROHIBITED.

I. PLACEMENT OF A SIGN ADVERTISING THE BUSINESS IS PROHIBITED.

3. DECLARATION

I HAVE REVIEWED THE HOME OCCUPATION REGULATIONS CONTAINED IN SECTION 24.10.160 OF THE SANTA CRUZ MUNICIPAL CODE AND DECLARE UNDER PENALTY OF PERJURY, THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT I AGREE TO OPERATE THE ABOVE DESCRIBED BUSINESS IN STRICT COMPLIANCE WITH CITY ZONING REGULATIONS GOVERNING SAME.

APPLICANT SIGNATURE _____ DATE _____

4. FOR OFFICE USE ONLY

HOME OCCUPATION REGULATIONS PROVIDED

PROJECT NO. _____

DATE APPROVED _____ BY _____

COMMENTS _____

24.10.160 HOME OCCUPATION REGULATIONS.

1. Intent. The discretionary approval of a home occupation is intended to allow for home enterprises, which are clearly incidental and secondary to the use of the dwelling unit and compatible with surrounding residential uses. A home occupation allows for the gainful employment in the home by any occupant of a dwelling so long as the enterprise does not require frequent customer access or have associated characteristics which would reduce the surrounding residents' enjoyment of their neighborhood.

2. General. A home occupation shall be operated and maintained only by a resident of the dwelling unit in which it occurs; shall not employ any help other than the members of the resident family or household; shall not change the residential character of the dwelling units; shall not generate a vehicular traffic increase of more than six trip ends (three round trips) per day including deliveries and clients.

3. Restrictions. A home occupation shall not involve:

a. The use of an area greater than four hundred feet;

b. The use of any required front or exterior side yard area or setback area, nor the use of any required covered or uncovered on-site parking space;

c. Any activity or use which involves:

(1) A significant increase in vehicular trips to the residence;

(2) Storage or use of hazardous or unsanitary materials;

(3) Creation of noise levels exceeding the standards of this title and/or other nuisance factors inconsistent with Chapter [24.14](#), Part 2: Performance Standards;

(4) Auto/truck/motorcycle/motor boat repair.

d. The placement of a sign advertising the business.

4. Permits Required. A zoning clearance and business license shall be required, except for small family day care which is exempt from local regulations.

(Ord. 99-09 § 1, 1999; Ord. 88-23 § 1, 1988; Ord. 85-05 § 1 (part), 1985).