

West Point City
3200 W 300 N
West Point, UT 84015



www.westpointcity.org
Phone: 801-776-0970

MAJOR HOME OCCUPATION LICENSE APPLICATION (CONDITIONAL USE PERMIT)

APPLICATION DATE: _____ APPLICANT PHONE #: _____

LEGAL BUSINESS NAME: _____

ADDRESS OF BUSINESS: _____ STATE SALES TAX # _____

CITY: _____ STATE: _____ ZIP: _____ FEDERAL ID#: _____

BUSINESS OWNER NAME: _____

BUSINESS OWNER ADDRESS: _____
(IF DIFFERENT THAN BUSINESS) CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

BUSINESS/ORGANIZATION TYPE:

☐ PROPRIETORSHIP ☐ PARTNERSHIP ☐ CORPORATION ☐ LIMITED LIABILITY CORP.

DETAILED DESCRIPTION OF BUSINESS AND IMPACT ON RESIDENTIAL USE:

(USE SEPARATE SHEET IF NEEDED)

I/WE _____ HEREBY CERTIFY THAT THE INFORMATION PROVIDED IS CORRECT AND TRUE TO THE BEST OF MY KNOWLEDGE AND FURTHER AGREE TO RELEASE INFORMATION REGARDING THIS APPLICATION IF DEEMED NECESSARY BY WEST POINT CITY. I/WE FURTHER AGREE TO CONDUCT BUSINESS STRICTLY IN ACCORDANCE WITH THE LAWS COVERING HOME OCCUPATIONS CONTAINED IN THE WEST POINT CITY CODE, TITLE 17, CHAPT 17, AND AS AMENDED BY ORDINANCE 10/18/2005. I/WE FURTHER UNDERSTAND THAT ANY DEVIATION FROM THESE STANDARDS SHALL BE GROUNDS FOR REVOCATION OF THE HOME OCCUPATION BUSINESS LICENS PRIVILEGE.

DATE: _____ SIGNATURE: _____

Conditional Use Permit Fee - \$75 (One time fee)

Date Paid: _____ By: _____ How Paid: _____

All Home Occupations which exceed the standards listed below are considered Major Home Occupations. Listed below are the Minor Home Occupation Standards. Please initial those standards which you meet. For those which you exceed, please indicate "no" and provide a detailed explanation on an attached sheet. All Major Home Occupations must be approved by the Planning Commission.

MAJOR HOME OCCUPATION REQUIREMENTS AND STANDARDS

<i>Initials</i>	
	1. The use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and the appearance of the structure shall not be altered or 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 or the emission of sounds, noises or vibrations.
	2. No more than 300 square feet, or 20%, of the gross floor area of the dwelling may be used for the home occupation (the least restrictive shall apply). Accessory buildings as allowed in the zone district may be used for home occupations as permitted. Home occupation shall occupy no more than 5% of the lot area.
	3. There shall be no signs present on the property except for 1 wall sign. The sign shall not exceed 2 square feet, indicating the address and the occupant's name (ex. "Joe Smith - Accounting").
	4. There shall not be conducted on the premises any business of selling stocks of merchandise, supplies or products provided that incidental retail sales may be made in connection with other permitted home occupations; for example a single chair beauty parlor would be allowed to sell combs, hair sprays, and other miscellaneous items to customers. However, a dressmaker would be required to do only custom work for specific clients and would not be allowed to develop stocks of dresses for sale to the general public.
	5. There shall be no exterior storage on the premises of material used in the home occupation including explosive material. No activity shall be allowed which would interfere with radio or television transmission in the area; nor shall there be any offensive noise, lighting, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line.
	6. Commercial suppliers deliveries can only be made once per week and shall not restrict traffic circulation.
	7. Parties for the purpose of selling merchandise or taking orders shall only be held 4 times per month.
	8. Notwithstanding any provision contained herein to the contrary, garage, basement, yard or other similar sales are permitted only 2 times per year and each sale shall not last more than 2 consecutive days.
	9. The allowable number and size of vehicles/equipment used by the home occupation shall be determined by the Planning Commission. Only one over 22 ft length vehicle shall be used for the home occupation. Vehicles over 22 ft in length including trailers shall not be parked on the street or within a yard abutting a street.
	10. The use shall be conducted primarily within the dwelling site and carried on only by the bonafide resident thereof and no others.
	11. A permit for a home occupation is valid for only the original applicant and is not transferrable to any resident, address or other occupation. Upon termination of the applicant's residency, the home occupation permit is null and void.
	12. Written agreements from all adjoining residential property owners will accompany this application. Neighbors to each side of the home, directly across the street and directly behind the residence must sign the form. Their signature indicates that they are aware that you are conducting a business, not necessarily that they agree to it.
	13. Enforcement/Revocation. The following shall be considered grounds for revocation of a home occupation license or for assessment of fines as specified: Any change in use, extent of use, area of the dwelling unit being used or mechanical/electrical equipment being used that is different from that specified in the original granted home occupation license that is not approved by the Community Development Director for minor occupations or by the Planning Commission for major home occupations. Failure to allow periodic inspections by the building official or his/her representative at a reasonable time when an adult member of the family is present may result in revocation of the home occupation license.

NEIGHBOR AGREEMENT

Please secure neighbor signatures below. Neighbors to each side of the home, directly across the street and directly behind the residence must sign the form. Their signature indicates that they are aware that you are conducting a business, not necessarily that they agree to it.

Name

Address

Signature

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

AFFIDAVIT:

I, _____, HEREBY CERTIFY THAT I HAVE READ AND UNDERSTAND THE PRECEDING INFORMATION REGARDING HOME OCCUPATION AND THAT ANY BUSINESS CONDUCTED FROM MY HOME WILL CONFORM TO THE STANDARDS HEREIN. I FURTHER UNDERSTAND THAT ANY DEVIATION FROM THE ABOVE STANDARDS SHALL BE GROUNDS FOR REVOCATION OF MY HOME OCCUPATION BUSINESS LICENSE PRIVILEGE FOR _____ (BUSINESS NAME).

APPLICANT SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

FOR OFFICE USE ONLY

Notes: _____

APPROVAL

Date: _____	CODE ENFORCEMENT OFFICER: _____
Date: _____	COMMUNITY DEVELOPMENT DIRECTOR: _____
Date: _____	PLANNING COMMISSION CHAIR: _____