



Type of Review Requested (check all that apply)

- Administrative Determination
- Business Permit
- Certificate of Compliance
- Home Occupation
- Mobile Food Unit
- Lot Line Adjustment
- Simple Lot Split
- Temporary Use
- Time Extension/Renewal
- Transient Merchant
- Other _____

STAFF USE ONLY:

File number(s): _____

Project name: _____

Date filed: _____ Date complete: _____

Related files: _____

Subject Property Information

Address: _____ Parcel Number(s): _____

Subdivision: _____ Block: _____ Lot: _____ Acreage: _____ Zoning: _____

Prior Use of the Property: _____

Proposed Use of the Property: _____

Applicant Information:

Applicant Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell: _____

Owner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell: _____

Agent Name: (e.g., architect, engineer, developer, representative) _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell: _____

Authorization

Print applicant name: _____

Applicant Signature: _____ Date: _____



CITY OF
Caldwell, Idaho

Planning & Zoning

HOME OCCUPATION

Project Name:	File #:
Applicant/Agent:	

Applicant (v)	Please provide the following REQUIRED documentation:	Staff (v)
	Completed & signed Administrative Review Application	
	Narrative fully describing the proposed use/request	
	Recorded warranty deed for the subject property	
	Notarized Property Owner Acknowledgement (if not applicant)	
	Vicinity map, showing the location of the subject property	
	Aerial Photo (provided by staff)	
	Labeled Site Plan, including all accessory structures and street(s)	
	The following are items that should be shown on the site plan:	
	• Property boundaries of the site	
	• Existing buildings on the site	
	• Parking stalls and drive aisles	
	• Sidewalks or pathways	
	• Fencing	
	Floor Plan	
	Room dimensions	
	Completed & signed Home Occupation Application	
	Fee(s)	

The applicant shall comply with City Code: Chapter 10-02-09 at all times. Any violations of City Code, including but not limited to: hours of operation, signage, garbage accumulation, excessive noise and/or disturbances, shall render any approvals null and void

P&Z STAFF USE ONLY:

Start Date: _____ End Date: _____

Comments: _____

Reviewed by: _____

HOME OCCUPATION APPLICATION

Caldwell City Code Authority for Requirement for Permit

City Code 10-02-09: "It shall be unlawful for any person to engage in a 'home occupation' as defined in section 10-03-11 of this chapter, within the city, without first having received a home occupation permit therefor to be issued by the city planning and zoning department."

City Code 10-03-11 defines Home Occupation as: "Any activity carried out for gain by a resident and conducted in the resident's dwelling unit and that meets all of the requirements and standards for a home occupation as listed under section 10-02-09 of this chapter. Only certain uses are permitted as a home occupation."

Home Occupation Permitted Uses

Check the use that identifies the proposed home occupation:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Barber/Beauty Shop | <input type="checkbox"/> Bed and Breakfast | <input type="checkbox"/> Office-Medical, Dental | <input type="checkbox"/> Studio-Art, Dance, Music, Voice |
| <input type="checkbox"/> Home & Business Services | <input type="checkbox"/> Office-Business, Professional | <input type="checkbox"/> Photography Studio | <input type="checkbox"/> Therapy, Rehabilitation |
| <input type="checkbox"/> Pet Grooming | | | |

Please initial each column indicating that you have read and understand the Home Occupation Ordinance. Home occupation permit applications shall meet all of the following home occupation standards to be considered eligible for approval:

	Applicant	Staff	Caldwell City Code Section
1			The home occupation is clearly incidental and secondary to the use of the dwelling. The only uses that may be allowed as a home occupation in any zoning district shall be those that are listed with footnote 2 as shown in section 10-02-02, table 1, "Land Use Schedule", of this article.
2			The home occupation is conducted within the dwelling and is carried on by the inhabitants of the dwelling. The inhabitants of the dwelling do not need to be the dwelling owners, but they must be occupying the dwelling. There may be one individual (paid or unpaid) allowed to participate in the operations of the home occupation, along with the dwelling inhabitant(s), who is not an inhabitant of the dwelling. No one else outside of the dwelling unit shall be allowed to participate in the operations of the home occupation other than the one individual described above.
3			No article shall be sold or offered for sale on the premises or property, except such as is produced by the inhabitant of the dwelling. Any illegal articles or goods sold or offered for sale on the premises such as stolen property or any form of contraband shall be strictly prohibited.
4			The home occupation shall not change the character of the dwelling or adversely affect the uses permitted in the zoning districts. No activity shall indicate from the exterior that the dwelling is being used in whole or in part for any purpose other than that of a dwelling unit. This includes any on street parking by any individual other than a current resident of the subject home as a result of the home occupation. No more than one home occupation is permitted per dwelling.
5			The delivering of supplies and loading or unloading of vehicles, pertinent to the home occupation, shall not take place between the hours of five o'clock (5:00) P.M. and eight o'clock (8:00) A.M.
6			Not more than one-fourth (1/4) of the gross total living area of the dwelling shall be used, as a whole, for a home occupation contained within the dwelling. Garages, whether detached or attached, shall not be included in the calculation of the gross area, they shall not count as a portion of the one-fourth (1/4) area that may be used for the home occupation.
7			All parking resulting from the operation of the home occupation shall be located on site of the dwelling in a designated parking area such as a driveway; not on the public street or public street right-of-way or in the front yard or front yard setback area.
8			A nameplate sign that complies with section 10-02-06 of this article is permitted when attached to the dwelling. <i>The nameplate can be no greater than three (3) square feet in area and must be attached flush on the dwelling.</i>
9			Garages and/or accessory buildings may be occupied by a home occupation if they meet the following standards: 1). No more than fifty percent (50%) of the total gross area of the garage may be utilized for the home occupation; 2). No more than two hundred (200) square feet of total area of accessory structure(s) may be utilized for the home occupation.
10			Hazardous materials shall not be stored in any quantity exceeding a one day supply and shall comply with International Fire and Building Codes for residential occupancy.
11			There shall be no commodities sold, or services rendered, that require receipt and delivery of merchandise, goods, or equipment by anything other than a passenger vehicle or mail delivery vehicles.
12			There shall be no outdoor display of goods or outside storage of equipment or materials used in the home occupation.

13		Dimensions, power rating or weight of equipment and tools used in the conduct of the home occupation shall not exceed that of normal household equipment and tools.
14		The applicant shall be subject to a scheduled inspection by the planning and zoning department to verify compliance with requirements in this chapter, and the applicant shall pass said inspection, prior to issuance of a home occupation permit. All applicable codes must be met to obtain a home occupation permit.
15		An application requesting a home occupation permit shall be valid for sixty (60) days from the date of the submittal to the planning and zoning department. If inspections are not completed and passed and a subsequent home occupation permit issued within the sixty (60) day time frame, the submitted application shall become null and void and another application will need to be submitted and applicable fees will need to be paid with the new application, as well as all new inspections and applicable background checks. Applications may be withdrawn by the applicant at any time during the process. A fifty percent (50%) refund of only the application fee shall be issued and only for applications withdrawn within ten (10) days of submittal. Inspection fees may be refunded provided no inspections have taken place prior to the withdrawal request.

Total sq. ft. of dwelling: _____ Total sq. ft. used for the home occupation: _____

Room(s) used for the home occupation: _____

Storage of any goods and/or equipment on site? Yes No If "yes", what items and where will they be stored?: _____

What are the day-to-day operations of the business? _____

What are the hours of operation? _____

Will customers be on the premises? Yes No If "yes", please explain: _____

All parking is on site, and NOT on a public street: Yes No

Are you producing anything on site that will be offered for sale? Yes No If "yes" what will be offered for sale? _____

Please Note: During review of the application a site inspection will be conducted by City of Caldwell Code Enforcement prior to approval/denial of the proposed Home Occupation.

The Applicant, by signing below, affirms that all the information contained in this application is true and correct, and that if they are a renter rather than an owner of the dwelling listed in this application, that the owner of said dwelling has approved the use of said space for a home occupation. If this application is approved and a permit for a home occupation is issued by the City of Caldwell, said permit has no effect on the lessor/lessee relationship between the owner and renter of a home, and said permit does not grant any additional rights, as between the lessor and lessee, for the use of the dwelling for home occupation purposes. Mis-statements of fact within this application shall constitute grounds for the revocation of any permit issued pursuant to this application.

Applicant Signature

Date

Property Owner Acknowledgement

I, _____, the record owner for real property addressed as _____, am aware of, in agreement with, and give my permission to _____, to submit the accompanying application(s) pertaining the that property.

1. I agree to indemnify, defend and hold the City of Caldwell and its employees harmless from any claim or liability resulting from any dispute as to the statement(s) contained herein or as to the ownership of the property which is the subject of the application.
2. I hereby grant permission to City of Caldwell staff to enter the subject property for the purpose of site inspection(s) related to processing said application(s).

Dated this _____ day of _____, 20_____

(Signature)

CERTIFICATE OF VERIFICATION

STATE OF IDAHO)
) ss.
County of Canyon)

I, _____, a Notary Public, do hereby certify that on this ____ day of _____, 2020, personally appeared before me _____, known or identified to me to be the person whose name is subscribed to the foregoing instrument, who, being by me first duly sworn, declared that she signed the foregoing document, and that the statements therein contained are true.

NOTARY PUBLIC FOR IDAHO

Residing at _____

My Commission Expires _____