

HOME OCCUPATION PERMIT APPLICATION CHECKLIST

- _____ Completed home occupation permit application
- _____ Home occupation permit application fee (portions and/or all of the application filing/processing fees are non-refundable in the event that the application as filed is processed to a final decision action by the Town of Paradise).
- _____ Applicant's signature/owner's signature or letter of authorization
- _____ Completed onsite division land use review (if you propose any of the following business types)
 - 1) food processing/manufacturing on a retail or wholesale level
 - 2) catering
 - 3) hair/nail salon
 - 4) pet grooming salon
- _____ Completed fire flow clearance form &/or fire department inspection (if applicable, please check with fire department @ 767 Birch St., Paradise)
- _____ Detailed plot plan drawn to common engineers scale (5 copies)

Plot plans shall contain the following information:

 - _____ Name, address of owner(s) and Assessor's Parcel number of property.
 - _____ Site location sketch showing location of project site in relation to surrounding area
 - _____ North arrow
 - _____ Existing structures and buildings, driveway and road access abutting and serving property. Also location of residences on adjoining properties.
 - _____ Show total floor area proposed to be used for the home occupation.
- _____ Detailed written project description, setting of the neighborhood, number of employees, days and hours of operation, parking demand of the home occupation, etc.
- _____ A written explanation describing how the proposed project complies with the standards and criteria set forth in Paradise Municipal Code Section 17.33.500 (see attached)

TOWN OF PARADISE

APPLICATION FOR HOME OCCUPATION PERMIT

APPLICANT'S GUIDE TO PROCEDURES

PURPOSE:

The purpose of a home occupation permit is to allow limited business activities in residential districts when conducted by the occupants of a dwelling in a manner wholly accessory to and compatible with residential characteristics. In reviewing a home occupation application, the staff and the Planning Director will evaluate items such as potential additional traffic, noise, dust, glare, etc., which could adversely affect the environmental and nearby property.

ESTIMATED PROCESSING TIME:

The total time for processing a home occupation permit application is usually **TWO WEEKS**, which includes staff review, comment and project decision.

APPLICATION REQUIREMENTS AND PROCEDURE:

1. Submit to the Paradise Community Development Department a completed home occupation permit application form and detailed plot plan **DRAWN TO COMMON ENGINEERS SCALE**, along with payment of fee in effect at time of application. If applicant is other than owner, a proof of agency must be supplied in writing in order to legally process the application.
2. Fees may be paid by Visa/Master Card, cash, or check payable to "Town of Paradise".
3. All items on the application form shall be filled in as completely as possible. If an item is not applicable, please indicate by the term "N/A."
4. For home occupation permit applications with onsite wastewater considerations, town Onsite Sanitation Division review is required. Include material evidence of an **APPROVED** Town of Paradise Onsite Wastewater Management Zone Land Use Review for the proposed project. Consult staff for projects with no wastewater considerations.
5. Completed fire flow clearance and/or fire department inspection report (contact fire department @ 872-6264)
6. Submit FIVE (5) copies of a detailed plot plan (no smaller than 8-1/2" x 11" and no larger than 18" x 26", folded to 8-1/2" x 11"). All plot plans are to be **DRAWN TO SCALE**, dated and signed. The plot plan shall contain the following information.

- a. Name, address of owner(s), and Assessor's parcel number of property.
 - b. A site location sketch indicating the location of the proposed project in relation to surrounding area.
 - c. North arrow.
 - d. A scaled drawing of the parcel boundaries; show north area. Use adequate engineering scale (recommend 1" = 50'; 1" = 100'; or as accepted by Planning Director).
 - e. Location and dimensions of existing and proposed (if applicable):
 - (1) Buildings, including improvements and appurtenant structures. Show total floor area to be used for the home occupation.
 - (2) Building setbacks
 - (3) Existing and/or proposed road access (if proposed, indicate type of road improvement standard)
 - (4) Streets bordering property
 - (5) Septic tanks and leach fields
 - (6) Easements of record
 - (7) Sufficient information to indicate drainage, slope, water courses and ravines
 - (8) Trees subject to the tree ordinance which will be removed/affected by project.
7. A detailed written project description, describing the proposal, the setting of the neighborhood, proximity to neighboring residences, the level of noise generated by the proposal, parking demand of the home occupation, and the anticipated increase in traffic generated by the project.
 8. A written explanation describing how the proposed home occupation complies with the standards and criteria set forth in Section 17.33.500 of the Paradise zoning ordinance (attached).
 9. Any additional information deemed necessary by the Planning Director to fully understand the proposed project.
 10. The application shall be considered incomplete until all of the above required information is submitted to the Paradise Community Development Department.
 11. A home occupation permit is a nondiscretionary permit issued by the Planning Director based upon the specific standards and criteria contained in Chapter 17.33 of the Town zoning ordinance. A nondiscretionary (administrative) permit does not involve a public hearing. It is granted by the Planning Director using very little or no personal subjective judgment or discretion.

12. Any application for a proposed home occupation which is afforded access from, or in any way has a direct impact on a private road must also include written evidence from all affected property owners having legal interest in the private road consenting to the applicant's use of the private road as a means of vehicular access associated with the home occupation. [Refer to consent form attached to application.]

ANY APPEAL OF THE PLANNING DIRECTOR'S DECISION ON A HOME OCCUPATION PERMIT MUST BE MADE TO THE PLANNING COMMISSION WITHIN SEVEN (7) CALENDAR DAYS OF THE APPLICATION DECISION DATE.

17.33.500 Required standards and criteria. The planning director shall grant a permit for a home occupation as an accessory residential use on property zoned for residential use, provided that the use complies with all of the following standards and criteria:

- A. The location of the home occupation is the principle residence of the applicant and is clearly incidental and secondary to the use of the property for residential purposes.
- B. No major structural changes are proposed which will significantly alter the character of the residence or change its occupancy classification pursuant to the California Uniform Building Code.
- C. Any traffic generated by the proposed home occupation would not be out of character with the existing traffic levels and patterns of the surrounding residential neighborhood.
- D. The proposed home occupation shall not create levels of new light and glare inconsistent with existing amounts of light and glare within the surrounding residential neighborhood.
- E. The proposed home occupation shall not adversely increase noise levels or noise durations beyond permissible residential noise levels or noise durations within the surrounding neighborhood as regulated by the Paradise Municipal Code.
- F. The proposed home occupation shall not generate vibration, dust, odor, heat, solid waste, electrical interference or other characteristics in excess of that customarily associated with similar residential uses in the surrounding neighborhood.
- G. Employment shall be limited to members of the family residing on the premises, and to one additional nonresident employee.
- H. The total floor area used for the home occupation, including area within accessory buildings, may be as large as fifty percent (50%) of the net floor area of the dwelling unit, but shall in no case exceed seven hundred fifty (750) square feet.
- I. Signs shall be limited to one unlighted sign and not larger than six (6) square feet in area. Such sign may be attached flat on the building wall or may be located elsewhere on the site except in a required yard setback area.
- J. No equipment, materials or products associated with the home occupation use shall be stored or displayed where visible from off the premises.
- K. The proposed home occupation shall not involve the storage or use of other than a minimal quantity of five (5) or fewer gallons of toxic, explosive or flammable materials; provided all such materials shall be subject to approval by the town fire chief.
- L. A proposed home occupation that generates public traffic use in addition to the existing level of traffic use of a private road easement affording its access shall not be permitted unless written consent thereof is provided by all property owners having legal interest in the private road easement.
- M. Any proposed home occupation affording access by use of a private road easement shall be conducted in a manner that shall not overburden the vehicular use of the private road easement.

DEPARTMENTAL USE ONLY:

Receipt No. _____ Fee _____

Project No. _____

APN: _____

TOWN OF PARADISE

APPLICATION FOR HOME OCCUPATION PERMIT

Applicant's Name _____ Phone _____

Applicant's Mailing Address _____

Applicant's Interest in Property (Owner, Renter*, Other*) _____

Owner's Name _____ Phone _____

Owner's Mailing Address _____

Business Name (DBA) _____ Phone _____

Business Street Address _____

Business Mailing Address _____

Description of Proposed Business _____

Days/Hours of Operation _____ No. Employees: Resident _____ Non-Resident _____

Date Business to Start _____

Number of Patrons and Business Deliveries: _____ per (_____) Day (_____) Week

Where on property is business to be conducted? _____

What equipment and machinery are to be used for the business? _____

Where are the business materials and supplies to be stored? _____

Describe any vehicles used in the business? _____

Where are such vehicles parked when not in use? _____

Describe any alteration to a building, or new construction: _____

List flammable or toxic materials and quantities associated with the business you expect to have on the property: _____

What is the expected impact created by this business on the surrounding neighborhood (e.g. noise, light, traffic, electrical interference): _____

***NOTE: IF APPLICANT IS NOT THE PROPERTY OWNER, THE OWNER'S SIGNATURE OR ATTACHED LETTER OF AUTHORIZATION SIGNED BY OWNER MUST ACCOMPANY THIS APPLICATION.**

I, the undersigned owner (or authorized agent) of the property shown above, hereby declare under penalty of perjury that the foregoing statements are true, accurate, complete, and correct to the best of my knowledge and belief.

Applicant's Signature _____ Date _____

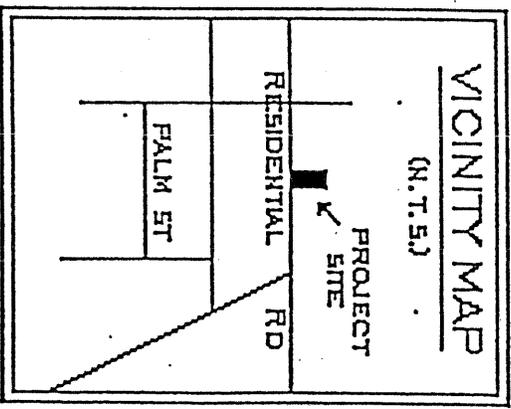
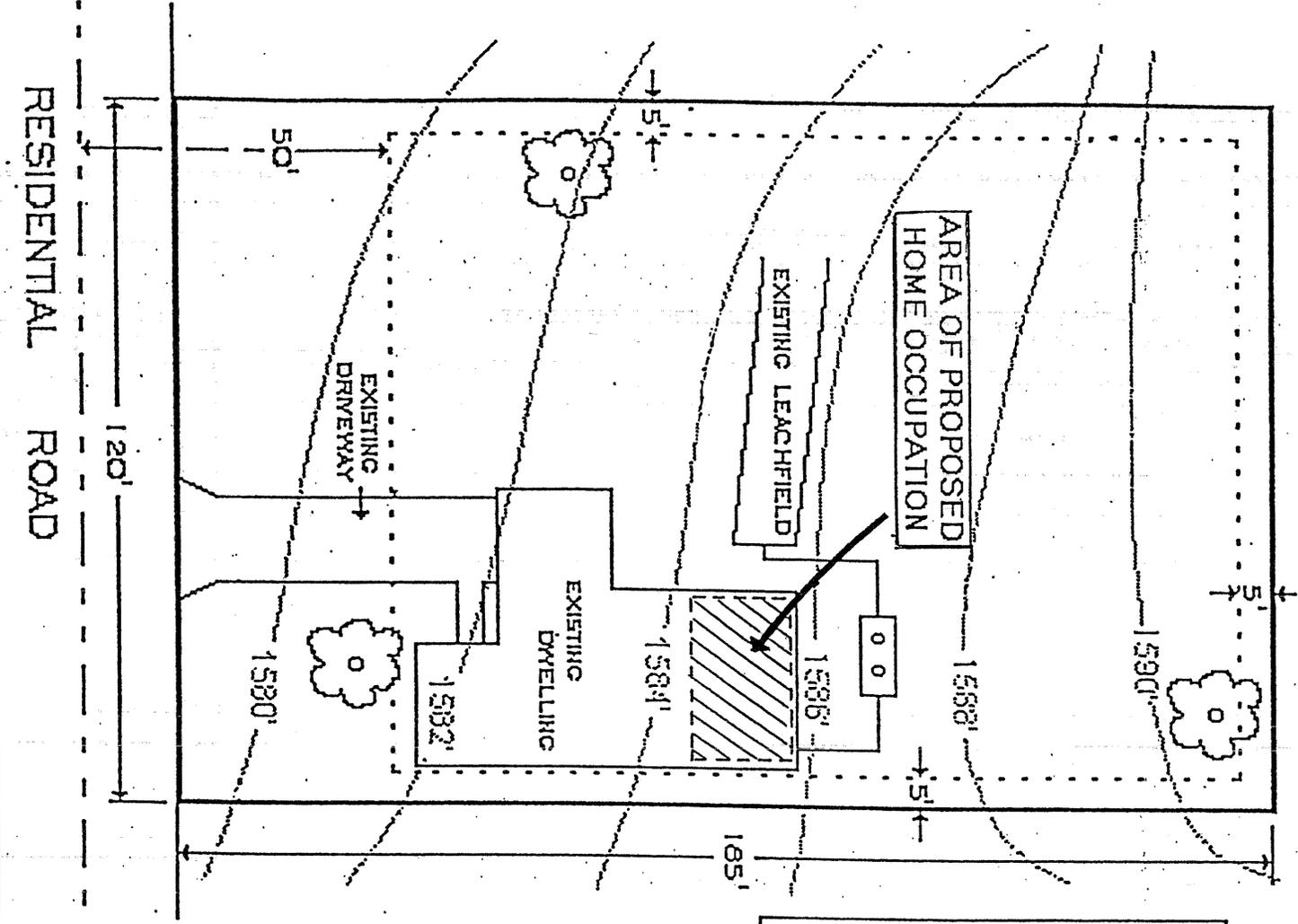
Owner's Signature _____ Date _____
(If applicable)

PLEASE ALLOW 2 WEEKS FOR PROCESSING.

Example Plot Plan

for Residential Projects

ALL PLOT PLANS MUST SHOW PROPERTY DIMENSIONS AND SLOPES, LOCATIONS OF EXISTING AND PROPOSED STRUCTURES, SEPTIC TANKS, LEACH FIELDS AND REPLACEMENT AREAS, STREAMS AND DRAINAGE AREAS, AND DISTANCES BETWEEN STRUCTURES, FEATURES AND PROPERTY LINES. INDICATE ALL BUILDING SETBACK LINES AND BUILDING EXCLUSION AREAS. SHOW ALL EASEMENTS OF RECORD AFFECTING THE PROPERTY. PLANS MUST BE DRAWN TO A COMMON ENGINEER'S SCALE.



Plot Plan for:

JOHN Q. PUBLIC
700 RESIDENTIAL ROAD
PARADISE, CA

ASSESSOR PARCEL NUMBER 055-730-001