HOME BASED BUSINESS/CONDITIONAL USE PERMIT (County) HOME BASED BUSINESS/ SPECIAL USE PERMIT (City) APPLICATION INFORMATION

PLEASE READ AND ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.

<u>IMPORTANT:</u> Applicant is required to contact all other county, city or state regulatory departments regarding the requirements that pertain to obtaining a business license. Applicant must contact the appropriate Business License (City or County) Department. <u>BUILDING DEPARTMENT STAFF MUST SIGN OFF ON ALL BUSINESS LICENSE SURVEY FORMS.</u> Also, <u>State Agencies</u>, <u>such as State Health Department</u>, <u>must be contacted by the applicant</u>. When and if this application is approved by the Humboldt County Regional Planning Department or Planning Commission, the applicant <u>must</u> contact other agencies and obtain their approval for their business activity.

- A filing fee of \$100.00 is required to process this application (see fee schedule). All
 checks and/or money orders shall be made payable to <u>HUMBOLDT COUNTY</u>. At this
 time, we are unable to accept credit or debit cards but cash is acceptable.
- 2. The completed application, required fee(s), together with any additional information must be submitted to the Planning Department office by the submission date deadline if item is to be scheduled on the RPC agenda. Applicants will be informed of fees and submission dates when obtaining the application and again when turning the completed application into the Planning Department.
- 3. A copy of the application and pertinent information will be sent to various City/County, State, utility and outside agencies for review and comments.
- 4. Home-based Businesses are handled administratively (no public hearing & notices are not mailed to neighbors). A checklist is completed by Staff after receiving comments from the reviewing agencies to ensure the criteria has been met prior to approval.
 - A letter with an Acceptance Form stating the conditions of the approval will be mailed to the applicant approximately 2-3 weeks from the date the application is submitted. An appeal of a Staff decision must be filed by submitting a letter to the Planning Department requesting a hearing by the RPC.
- 5. The Acceptance Form must be signed, notarized and returned to the Planning Department prior to Staff signing off on any business license forms.
- 6. Submission of this application does not imply approval or denial of this request, **nor** does it in and of itself guarantee approval of any business license.

→ OTHER AGENCIES MUST APPROVE BUSINESSES IN THE COUNTY AND CITY. THOSE AGENCIES COULD INCLUDE AND ARE NOT LIMITED TO: CITY AND COUNTY BUILDING DEPARTMENTS; STATE HEALTH DEPARTMENTS; CITY OR COUNTY LAW ENFORCEMENT; AND, CITY OR COUNTY FIRE DEPARTMENTS.

I have read and understand al	Il of the above statements.	
Signed:	Date:	

Applications not meeting the criteria of the administrative approval home based business ordinances will be scheduled for hearing before the RPC. A staff report will be prepared based upon the information provided in the application and from agency comments. All property owners within three hundred (300) feet of the boundaries of the subject property will be notified by mail ten (10) days prior to the scheduled meeting. The notice will state the time, date and place of the public hearing, at which time the applicant and all other interested parties will have an opportunity to be heard. A copy of the Regional Planning Commission (RPC) agenda and the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting. It is recommended the applicant(s) attend the meeting in order to answer any questions the board may ask, which staff may be unable to answer. Failure to attend the meeting may cause your application to be rescheduled.

The RPC will approve, deny or approve the application with additional conditions. The RPC at the public hearing, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make their decision.

After the decision is made, the Planning Staff will notify the applicant by letter stating the action taken and including any conditions imposed.

The applicant has five working days to appeal any RPC decision. An appeal of the decision by the RPC must be filed by submitting a letter to the City or County Clerk requesting a hearing. The City or County Clerk will schedule the applicant's request before the City Council or County Commission, at which time a final decision will be made on the matter.

Submission of this application for approval and/or public hearing and the recommendation by Planning Staff for the public hearing does not imply approval or denial of this request by the Regional Planning Commission, the County Commission or the City Council; **nor does it in and of itself guarantee approval of any business license.**

HOME-BASED BUSINESS/CONDITIONAL USE PERMIT HOME BASED BUSINESS/SPECIAL USE PERMIT APPLICATION FORM

☐ City of Winnemucca	☐ Humboldt County		
Applicant/Agent:			
	n:		
Mailing Address:			
Assessor's Parcel #	Property is zoned:		
Name of Owner:	notarized Affidavit of Ownership is required)		
Mailing Address:			
	Phone: the nature of your business and how it will operate:		
 2. The home-based business/home occupation operation will be: Off-premise; the business will customarily be conducted away from the residence On-premise; the business will customarily be conducted at the residence as secondary use. 3. Will you have clients and customers coming to your residence? Yes No If yes, indicate proposed hours of operation: Number of customers expected: Where will customers park? 			
FOR	DEPARTMENT USE		
Received By	Date Received		
Application No	Name		

4.	Will goods or materials be delivered to your residence? Yes No If yes, please indicate what type of goods or materials will be delivered:	
	How and when will goods or materials be delivered?	
	How often?	
5.	Will your business involve providing goods or services at a job site? Yes No	
6.	Will you deliver goods and materials to your customers? Yes No If yes, how will it be delivered?	
	How often?	
	Will you use a vehicle in the operation of your business? Yes No If yes, what type of vehicle, and where will it be parked?	
	If the vehicle is a truck, what is its capacity?	
8.	Will you store any materials or goods at your residence? Yes No If yes, what type of materials or goods?	
9.	Do you understand that all goods or materials associated with the business must be stored within the residence or accessory building? Yes No	
10	Between jobs, where will you store your goods and/or left over materials?	
11	.Will equipment (hand tools or large equipment) be used in the operation of your business? Yes No If yes, will these items be stored at your residence? Yes No If yes, please indicate what type of tools or equipment, how much and where will it be stored:	
	How long will it be stored?	
12	. Will you be the only employee of the business? Yes No If no, do you understand that the employees of your business will be limited? Yes No	

13. How much of your dwelling will be occupied by your business?
14. Will your dwelling require remodeling to accommodate this proposed business? Yes No If yes, please explain how and why it will be remodeled:
15. Do you understand that the residential character of your residence cannot be altered and that entrances cannot be provided specifically for the business? Yes No
16. Will you be disposing of used or waste materials as a result of this business? Yes No If yes, what materials will be disposed of and how?
17.Do any other home-based businesses or home occupations operate from your residence? Yes No
18. Do you understand that you cannot advertise the address of your business? Yes No
19. How will you advertise your business?
20. Will you be required to obtain any city, county, state and/or federal permits and/or licenses? Yes No If yes, indicate agency and type:
Application may require copies of all city, county, state, and/or federal permits and/or licenses.

BY MY SIGNATURE BELOW:

	I have carefully read and completed all questions contained within this Conditional Use/Special Use Permit application to the best of my ability.			
	acknowledge that submission of the application does not imply approval of this equest by the Planning Department, the Regional Planning Commission, the County Commissioners or the City Council; nor does it in and of itself guarantee ssuance of any other required permits and licenses.			
	I acknowledge that this application may be tabled until a later meeting if either I o my designated representative are not present at the meeting for which this application is scheduled.			
	I consent to having the Planning Department Staff enter onto my property only fo the sole purpose of inspecting said property as a part of this application process.			
	Or			
	to having the Planning Department Staff enter onto my property as a part ir review of this application. (Your objection will not affect the nendation made by the Staff or the final determination may by the Regional of Commission, City Council or County Commission).			
Applic	ant/Agent			
	(Please print or type)			
Mailin	g Address			
	Street or P.O. Box			
	City, State, Zip code			
E-Mai	Phone			

SIGNATURE	
OWNER'S A	AFFIDAVIT
STATE OF)
COUNTY OF	
	being duly sworn, depose and state that escribed in the application, and that I consent to
	Signed
	Mailing Address
	Telephone Number ()
Subscribed and sworn before me on	
by	(Date)
(Name of person making statement)
Notary Public in and for said County an	 nd State