



# City of Evans Community Development Home Occupation Permit Application

The Home Occupation Permit allows the resident of a home the opportunity to conduct an occupation, profession, activity or use within their home (residential dwelling unit).

## SUBMITTAL ITEMS

*All items should be provided electronically in pdf format. The items below are required for a complete application, unless indicated as only required in certain circumstances. This packet is not a complete summary of the City's Municipal Code, all Development Ordinances, etc. Approval of a request is based on compliance with all standards in the Municipal Code.*

Applicant Check	Application Items
<input type="checkbox"/>	<b>Application Form &amp; Checklist:</b> An executed copy of this checklist & form is required.
<input type="checkbox"/>	<b>Questionnaire:</b> Attached
<input type="checkbox"/>	<b>Ownership Information:</b> Copy of deed and/or articles of organization/incorporation
<input type="checkbox"/>	<b>Site Plan Map, only if business has a vehicle, trailer, or client/customer parking:</b> Show the location of the vehicle, trailer, and/or client/customer parking area.
<input type="checkbox"/>	<b>Business License or License Application:</b> A current Business License is needed for businesses in Evans. <a href="https://www.evanscolorado.gov/building/business-and-sales-tax-license-application">https://www.evanscolorado.gov/building/business-and-sales-tax-license-application</a>
<input type="checkbox"/>	<b>Application Fee: \$25,</b> Staff will review electronic submittals and contact applicant for fee payment.

*Note: Staff will notify the applicant if a building permit is required.*

## APPLICATION INFORMATION

Applicant: \_\_\_\_\_

Landowner, if different from Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Site Address: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Email: \_\_\_\_\_

*I (we) hereby certify that I (we) are the lawful owners of the parcels of land that this application concerns and consent to this action. I (we) hereby permit City officials to enter the property for the purposes of inspection related to this application. I (we) also acknowledge that I (we) we are required to comply with all provisions of the Evans Municipal Code and that building permits will not be issued while this application is pending. I (we) further state that the applicant signing below is authorized to submit materials related to this request on our behalf.*

\_\_\_\_\_  
Signature of Landowner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if not Landowner)

\_\_\_\_\_  
Date

## HOME OCCUPATION QUESTIONNAIRE (2 pages)

Applicant: \_\_\_\_\_

Please answer the following questions to the best of your ability.

1. Describe the business.

2. Home occupations shall be conducted by the resident of the parcel, and if the applicant/resident requesting the home occupation permit is not the landowner, then they must obtain written approval from the landowner.

- The applicant resides in the home and is the landowner. OR  
 The applicant resides in the home, but is not the landowner. Written permission is required.

3. The business is not on the list of prohibited home occupations, including the following:

- a. Equipment rental
- b. Funeral chapels, mortuaries, or funeral homes
- c. Medical or dental clinics
- d. Repair or servicing of large appliances including stoves, refrigerators, washer, or dryers
- e. Repair, servicing or painting of automobiles, motorcycles, trailers, boats, or other vehicles
- f. Restaurants
- g. Storage of commercial equipment, such as for construction equipment, oil and gas, etc.
- h. Vehicle dispatching to and from residential premises, such as taxi services, towing, etc.
- i. Vet clinics, animal hospital or kennels
- j. Wedding chapels

- I affirm that the business is not on the prohibited home occupation list.

4. Areas dedicated to the use and storage for a home occupation shall not exceed more than twenty percent (20%) of the habitable floor area of the dwelling, except as may be required for a state-licensed child care home.

- The business will use less than 20% of the home. OR  
 There are multiple businesses and together will use less than 20% of the home. OR  
 The business is allowed to exceed 20% usage as a licensed group or childcare home.

5. No more than one (1) customer or client vehicle associated with the home occupation shall be at the home at any one (1) time, and no more than ten (10) customer/client visits to the home per week shall be permitted, with the exception of child/day care homes.

- The business will not have customers or clients coming to the home. OR  
 The business will have no more than 10 clients per week and no more than 1 at a time. OR  
 The business is a childcare or group home and is allowed to exceed the vehicular traffic limits.

HOME OCCUPATION QUESTIONNAIRE, continued

Applicant: \_\_\_\_\_

6. All parking necessary for the use shall meet the neighborhood design standards, and be confined to the garage, driveway or street directly in front of the dwelling, except for customary agricultural vehicles and equipment at rural homes.

The business will not have customers or clients coming to the home. OR

The home has adequate parking for a client in addition to parking needed for the residence.

7. Hours of operation. Home occupations having customer/client visits shall only conduct business hours between 7:00 a.m. and 8:00 p.m.

Hours of Operation, only if customers or clients come to the home

8. Only one (1) commercial vehicle, not to exceed one-ton capacity, and one (1) trailer, not to exceed fifteen (15) feet, may be related to and used in conjunction with the home occupation and may be parked on the property in a parking space, not in the street.

The business will not have any associated commercial vehicles or trailers. OR

The business will have only one vehicle (<1-ton capacity) and/or only one trailer (< 15 ft).

Please **check each** of the following to acknowledge the business complies with the home occupation limitations.

All activity shall be conducted within an enclosed living area, accessory building, or the garage, except as required for state-licensed in-home family child care.

Any materials or equipment used in the home occupation not customary to residential use shall be stored within an enclosed structure.

No alteration of the exterior of the principal residential building or site shall be made which changes the residential character of the building or site, including use of colors, materials, construction, lighting or signs.

No equipment, machinery or operation shall be used in such activities that are perceptible off the premises because of noise, smoke, odor, dust, glare, radiation, electrical interference or vibration.

No traffic, services, or deliveries shall be generated by the home occupation that is abnormal to a residential neighborhood.

There shall be no retail operations that result in regular or intermittent customer visits to the home, except for the sale of agricultural produce at a rural home, where all merchandise was produced on site.

The property shall be in compliance with all other building codes and property maintenance standards.

Use of utilities shall be limited to those normally associated with residential purposes.

*A permit is valid only for the original applicant, and is not transferable to another person or to another location. The Director may revoke a permit for non-compliance with these criteria, violation of any conditions of the approval, misinformation or misrepresentation in the application, or a change in the nature or extent of the use, or any other circumstance that violates the public health, safety, and welfare.*