Woodland Hills City

200 S. Woodland Hills Drive

Woodland Hills, UT 84653

**(801) 423-3900**

Please circle which license you are applying for:

**Home Business License Conditional Use Application**

Business Name: Business Location: Business Telephone:

Business Email:

Owner’s Name: Owner’s Address: City, State, Zip: Owner’s Telephone:

Owner’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Names and Telephone Numbers: 1.



DBA #

Exp. Date:

Sales Tax # Social Security # Corporation # Federal Tax I.D.#

Number of Employees: \* Full time:

Part time:

\*only state non-family members

Will customers visit your home? Yes or No

If Yes, how many at one time? How often?

Is your business Internet based? Yes or No

Briefly describe the nature of your

business

|  |
| --- |
|  |
| Office Use Only Comments Date Approved |
| Planning & Zoning |
| Building Inspector |
| Fire Inspection |
| City Recorder |
|  |

Home Occupation Business License/Renewal $25.00 Conditional Use Permit Application Fee $150.00

# Woodland Hills City

### Please circle the correct answers pertaining to your proposed home occupation.

* 1. Do you propose to have the following at your home:
     1. retail sales? **Yes or No**

If yes, what type of products? Describe the size and quantity of product

* + 1. personal services? **Yes or No**

If yes, briefly describe the

services

Yes No 2. Will the appearance of your home be changed by any of the following (please circle which ones):

1. exterior display?
2. exterior building alteration?
3. added parking?
4. exterior storage?
5. parking of commercial vehicles?
6. any other external indication of a home business?

Yes No 3. Will you have any persons employed at this residence:

1. are employees family members living in the home? **Yes or No** If yes, how many?
2. will non-resident employees utilize this residence in their work? **Yes or No** If yes, how many?

Yes No 4. Will your proposed business occupy more than (30%) of the total floor area of the home or (30%) of the floor area of the detached building?

Yes No 5. Is your business a daycare or preschool?

If yes, how many children will be there at once including your own children?

Yes No 6. Is your business an instructional studio?

If yes, how many students will there be at once?

Yes No 8. Will your business:

1. involve the use of commercial vehicles, other than those owned by yourself? **Yes or No** If yes, what type of vehicles? Where will the vehicles be stored?
2. involve delivery of products or materials to and from the premises? **Yes or No**

Yes No 9. Will your business have merchandise or raw material stored within the dwelling or appurtenant premises?

If Yes, where

Yes No 10. Will your business produce any offensive noise, vibration, smoke, dust, or odors beyond the boundaries of the Property?

Yes No 11. Will any type of materials that would be considered hazardous in nature be used for your home occupation business?

If yes, please describe the type and amount of the

materials

Yes No 12. Will you utilize your garage or an accessory building for your home occupation?

**Woodland Hills City**

**Conditional Use Permit Application**

**Home Occupation Business License**

Conditional Use Application Procedure

Woodland Hills Municipal Code 10.15.2.

An application for a conditional use permit shall be submitted, processed and granted or denied under the following procedures:

1. Submittal: An application shall be submitted to the city recorder or other person appointed by the mayor on a form for that purpose. Each application shall be accompanied by the payment of a fee as established by the city council. Each application shall be accompanied by such maps, drawings, statements, including a complete site plan as specified in section 10-12-4 of this title for any structural change or other documents as the zoning enforcement officer or his designee and planning commission shall deem necessary to fully evaluate the application.
2. Zoning Enforcement Officer Review: The zoning enforcement officer or his designee shall review and evaluate the application. The city recorder shall transmit the application to the planning commission for action, together with the recommendation of the zoning enforcement officer or his designee as to approval, disapproval or recommended conditions of approval of the conditional use permit.
3. Planning Commission Consideration: The planning commission shall consider the application at a public hearing held for that purpose. Notice of the public hearing shall be given in the manner required by law and by this title. Written notice of the public hearing shall also be mailed by the planning commission at least fourteen (14) days before the hearing to the owners of real property located with three hundred feet (300') of the property for which a conditional use permit is sought. The planning commission may, following the public hearing, recommend that the city council deny, approve or approve with conditions the application. The planning commission shall transmit its recommendation to the city council within seven (7) days after the meeting at which the recommendation is made.
4. City Council Action: The city council will consider the application and the recommendation of the planning commission within thirty (30) days of the date the recommendation of the planning commission is transmitted to the city council. The city council shall deny, approve or approve with conditions the application. If the city council does not take action on the application before expiration of the thirty (30) day period, the recommendation of the planning commission shall become final and be considered as the action of the city council. Any approval or approval with conditions shall be given only as follows:
   1. The city council may permit a conditional use to be located within any zone in which the particular conditional use is allowed by the provisions of this title governing that zone.
   2. In authorizing any conditional use, the city council shall impose such requirements and conditions as it deems necessary for the protection of adjacent properties and the public welfare. A conditional use permit shall not be granted unless the evidence presented by the applicant shows all of the following:
      1. Such use will not, under the circumstances of the particular case, be detrimental to the health, safety or general welfare of persons residing or working in the vicinity, or injurious to property or improvements in the vicinity.
      2. The proposed use will comply with the regulations and conditions specified in this title for such use.
   3. Upon the granting of any conditional use permit, the city council shall itemize, describe and justify the conditions imposed on the use, including the conditions specified in section 10-15-4 of this chapter. Such conditions shall be attached to the permit when it is issued.
5. Term Of Validity: Approval of a conditional use permit granted pursuant to this chapter shall be valid for a period of one year from the date of approval. If the conditional use has not commenced by the end of this one (1) year period, the zoning enforcement officer or his designee shall notify the applicant in writing of the expiration of approval for the conditional use.
6. Revocation: The planning commission shall have the authority, upon petition of the city or any interested party, to revoke any conditional use permit after the applicant has failed to comply with any of the applicable requirements of this chapter, or any other applicable provision of this title.
7. Transfer: Except as specifically provided herein, no conditional use permit granted pursuant to this chapter may be transferred by the holder thereof:
   1. Transfer of a temporary conditional use permit shall require prior approval of the planning commission.
   2. A conditional use permit which is expressly by its terms or by the terms of the provision under which it is issued made nontransferable shall not by reason of this subsection become transferable.
8. Home Occupations: The provisions of subsection G of this section to the contrary notwithstanding, conditional use permits for home occupation shall be subject to the following:
   1. All conditional use permits for a home occupation shall be nontransferable.
   2. All conditional use permits for a home occupation shall expire one year after final approval or one year after the last renewal. They shall be renewed by the zoning enforcement officer unless the zoning enforcement officer determines to:
      1. Refuse renewal due to violation of the conditions of the permit; or
      2. Refer the question of renewal to the planning commission.
   3. A conditional use permit issued for a home occupation may be revoked by the zoning enforcement officer for failure of the holder of the permit to comply with any of the conditions of subsection 10-15-4A of this chapter. The zoning enforcement officer may likewise refuse to allow renewal of a conditional use permit for failure of the holder to comply with any of the conditions of subsection 10-15-4A of this chapter.
   4. Before the zoning enforcement officer determines to refuse renewal or refer the question of renewal to the planning commission or revokes a conditional use permit pursuant to subsection H3 of this section, he shall give written notice of the violation to the permit holder. The notice shall describe the violation, state what the permit holder must do to comply with the permit and this title, and inform the permit holder that the permit may be revoked or not renewed if noncompliance continues for longer than one month after the notice. Notice shall be sufficient if delivered to the permit holder or mailed by certified or registered mail to the permit holder at the address on the permit.
   5. The zoning enforcement officer or his designee may, at all reasonable times, enter the premises for which conditional use permit for a home occupation has been issued to ascertain compliance with subsection 10-15-4A of this chapter. Refusal of the owner or occupant of the premises to allow such inspection shall be grounds for denial or revocation of the conditional use permit.
9. Appeal: Any applicant for or holder of a conditional use permit shall have the right to appeal the decision of the zoning enforcement officer or planning commission regarding issuance, conditions, renewal, extension or revocation of the permit to the city council.

**WOODLAND HILLS CITY HOME OCCUPATIONS**

Woodland Hill Municipal Code 10.15.4

1. Home Occupations: All home occupations, including those for which no conditional use permit is required as provided in subsection B of this section, shall be allowed only subject to and shall at all times comply with the following conditions:
   1. The home occupation shall be conducted entirely within a building and the space used for the home occupation shall not occupy more than thirty percent (30%) of the total floor area of the dwelling, nor more than thirty percent (30%) of the floor area of a detached building;
   2. No goods or merchandise having a size greater than ten (10) cubic feet when measured at its outside dimensions shall be sold from or delivered from the premises, except that which is produced or processed on the premises. No more than one person other than members of the family occupying the dwelling on the lot shall be employed or participate in the home occupation at the residence;
   3. The home occupation shall not be associated with nor produce odor, fumes, dust, light, glare, color, design, materials, effluent, lighting, sounds, noises, vibrations, electrical disturbances including interference with radio or television reception, that may be discernable beyond the premises or which disturb the peace and quiet of the neighborhood; nor shall the home occupation produce wastewater other than that normally associated with residential use of the property where the home occupation is located;
   4. The home occupation shall be clearly incidental and secondary to the use of the lot for residential purposes and the residential character of the dwelling or accessory building shall not be changed;
   5. Trucks with a rated capacity of greater than nine thousand (9,000) pounds gross vehicle weight shall not be used and trucks or other mobile equipment shall not be parked overnight in driveways or open yards; no vehicles or trailers shall be used, with the exception of one (1) delivery truck which does not exceed one (1) ton rated capacity; and the home occupation shall not attract any greater number of automobiles to the premises than normal residential traffic associated with the residential use of the lot where the home occupation is located;
   6. The home occupation shall be registered with and licensed by all applicable county and state agencies;
   7. Entrance from the outside to the area of the dwelling or other structure used for the home occupation shall be the same entrance normally used by the residing family, except when otherwise required by the state department of health or other regulating agency;
   8. The home occupation and the structure in which it is conducted shall comply with all fire, building, plumbing, electrical and health codes;
   9. A home occupation shall not involve furnishing childcare for more than eight (8) children, other than children who reside in the dwelling, and childcare may not be provided for more than four (4) children under the age of two (2);
   10. The home occupation shall not require the use of any hazardous substance in excess of the amount usually used or stored for residential use of the parcel where the home occupation is located;
   11. No sign or other visible indication shall be used to show that a business is located on the premises.
2. Uses Not Requiring Conditional Use Permit; Business License Required: Notwithstanding any provision of this title, a conditional use permit shall not be required but rather when such use is limited to:
   1. Receiving and sending mail and electronic communications;
   2. Consultation by a physician, dentist, lawyer, engineer or other professional person, but not general practice of such profession;
   3. The occupation of a dressmaker, milliner, seamstress or tailor, provided not more than one (1) customer are at the premises at any time;
   4. The occupation of a musician who teaches voice, piano or other individual musical instrument, provided not more than three (3) students are at the premises at any time;
   5. Use of an office for bookkeeping.
3. Exemptions To Permit Or License Requirement: Notwithstanding any provision of this title, neither a conditional use permit nor a business license shall be required for the following:
   1. Hobbies and occupations having gross receipts of less than five thousand dollars ($5,000.00) in any calendar year; or
   2. Child vendors, such as lemonade stands, pet sitting, newspaper delivery, lawn care or balloon sales.

*I have read the Woodland Hills Municipal Code 10.15.2 and 10.15.4, and I understand and will comply with the Code. Any violation(s) of the Code can result in the revoking of the License. Further, I understand this permit must be renewed annually and registered with the City Recorder. I also understand this business license shall not be construed to be a permit for, or, an approval of, any violation of any part of the provisions or regulation of the International Building Code or any other city codes. I agree to allow a representative from Woodland Hills City to inspect my premises for compliance annually; or when code violations are reported or suspected.*

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Applicants Signature