

**City of Woodland Hills**  
**200 S. Woodland Hills Drive**  
**Woodland Hills, UT 84653**  
**(801) 423-1962 Fax (801) 423-3501**

Please circle which license you are applying for:

**Home Business License**

**Conditional Use Application**

Business Name: \_\_\_\_\_  
 Business Location: \_\_\_\_\_  
 Business Telephone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Owner's Telephone: \_\_\_\_\_

Emergency Names and Telephone Numbers:

1. \_\_\_\_\_
2. \_\_\_\_\_

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

# City of Woodland Hills

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

1. Do you propose to have the following at your home:
- a) retail sales? **Yes or No**  
If yes, what type of products? \_\_\_\_\_  
Describe the size and quantity of product \_\_\_\_\_
  - b) 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):
- a) exterior display?
  - b) exterior building alteration?
  - c) added parking?
  - d) exterior storage?
  - e) parking of commercial vehicles?
  - f) any other external indication of a home business?
- Yes No 3. Will you have any persons employed at this residence:
- a) are employees family members living in the home? **Yes or No** If yes, how many? \_\_\_\_\_
  - b) 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:
- a) 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? \_\_\_\_\_
  - b) 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?

**City of Woodland Hills**  
**Conditional Use Permit Application**  
**Home Occupation Business License**

CITY OF WOODLAND HILLS HOME OCCUPATIONS ORDINANCE 2004-05

None of the following business types are permitted:

- Sexually oriented enterprise of any kind or nature.
- Commercial recycling collection or storing of recycled or recyclable material.
- Hotel, motel, or other transient housing.
- Riding stables or other animal boarding facilities or activities.
- Animal slaughtering or animal products processing.

- Use or storage of hazardous materials, including without limitation explosives, chemicals and flammables, in quantities greater than used for normal residential activities associated with use of the specific residence.
- Commercial repair of large or small engines.
- Commercial motor vehicle rental, sales, or repair.
- Foodservice business or establishments.
- Club houses, including fraternity or sorority houses.
- Mechanical amusements, such as carnival rides.
- Sale or distribution of fuel such as gasoline, heating oil, propane, or coal.
- Excavation or mining of earth, sand, or gravel.

The following businesses do not require a conditional use permit only a business license.

- Receiving and sending mail and electronic communications.
- Consultation by physician, dentist, lawyer, engineer, or other professional person, but not general practice of such profession.
- The occupation of dressmaker, milliner, seamstress, or tailor, provided not more than (3) customers are on the premises at any time.
- The occupation of a musician who teaches voice, piano or other individual musical instrument, provided not more than (3) students are at the premises at any time.
- The use of an office for bookkeeping.

**The following do not require a license.**

- **Hobbies and occupations having gross receipts of less than \$5000.00 in any calendar year.**
- **Child vendors such as lemonade stands, pet sitting, newspaper delivery, lawn care or balloon sales.**

I have read the Home Business regulations listed from Ordinance 2004-04, and I understand and will comply with the Home Occupation Ordinance. Any violation(s) of this ordinance can result in the revoking of my Home Occupation 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 and approval of, any violation of any part of the provisions or regulation of the International Building Code or City of Woodland Hills Code. I agree to allow a representative from the City of Woodland Hills to inspect my premises for compliance at least semi-annually; or when code violations are reported or suspected.

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Owner's Signature

Excerpt from Ordinance 2004-05

123.02. Conditional Use Approval Procedures

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

A. **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 121.04 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.

B. 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.

C. 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 Ordinance. 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 (300) feet 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. 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 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 the Zoning Ordinance 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:

(a) That 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.

(b) That the proposed use will comply with the regulations and conditions specified in this Ordinance 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 123.04. Such conditions shall be attached to the permit when it is issued.

D. Approval of a conditional use permit granted pursuant to this Chapter shall be valid for a period of one (1) year from the date of approval. If the use 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.

E. 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 Ordinance.

F. 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 non-transferable shall not by reason of this subsection become transferable.

G. The provisions of Section 123.02.F 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 non-transferable.

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 (a) refuse renewal due to violation of the conditions of the permit or (b) 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 A. 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 123.04.A.

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 paragraph 3, 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 zoning ordinance, 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 123.04.A. 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.

H. 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.

## Design and Use Standards

*A conditional use allowed in any zoning district shall be subject to the requirements of the district in which such use is located and shall conform to the specific conditions contained in this section for a particular use, as well as any additional condition of approval made by the City Council pursuant to Section 123.02. In addition to all other conditions of approval made by the City Council, the specific conditions for a conditional use specified by this section shall be attached to a conditional use permit and shall be stated on the permit.*

*A. All home occupations, including those for which no conditional use permit is required as provided in subsection 123.04.B, 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 (30) percent of the total floor area of the dwelling nor more than thirty (30) percent 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 (1) 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 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 delivery truck which does not exceed one 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 Utah 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 child care for more than eight (8) children other than children who reside in the dwelling, and child care may not be provided for more than four (4) children under the age of two;*

*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.*

***B. Notwithstanding any provision of this Ordinance, a conditional use permit shall not be required but rather a business license should be obtained from the City Recorder, when such use is limited to:***

***(i) receiving and sending mail and electronic communications,***

***(ii) consultation by a physician, dentist, lawyer, engineer or other professional person, but not general practice of such profession,***

*(iii) the occupation of a dressmaker, milliner, seamstress, or tailor, provided not more than three (3) customers are at the premises at any time,*

*(iv) 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,*

*(v) use of an office for bookkeeping.*

*C. Notwithstanding any provision of this Ordinance, neither a conditional use permit nor a business license shall be required for the following:*

*(i) hobbies and occupations having gross receipts of less than \$5,000 in any calendar year, or*

*(ii) child vendors such as lemonade stands, pet sitting, newspaper delivery, lawn care or balloon sales.*

*Although a business license may not be required the above must still comply with the Design and Use Standards referred to in Section 123.04.*

*D. Parking and garage facilities in residential districts shall be in compliance with the general standards as set forth in Chapter 115.*

*E. Freestanding Private TV Antennae and Satellite Dish Antennae in All Districts:*

*1. Residential Districts:*

*a. Only satellite dishes shall be allowed.*

*b. Setbacks shall be at least ten (10) feet from any property line.*

*c. Permanent landscaping shall visually screen the structure from adjacent residences during all seasons of the year.*

*d. The receiving unit shall be permanently anchored to a foundation.*

*e. The maximum height shall be twenty-five (25) feet.*

*f. A site plan shall be submitted to the Zoning Enforcement Officer for approval prior to the issuance of a building permit. The site plan shall include the proposed location and an elevation showing the proposed height and foundation details.*

*F. Temporary Buildings and Enclosures in Residential Districts:*

*1. Buildings and enclosures must be deemed necessary for construction operations of the dwellings and accessory buildings of the area for which a building permit has been issued.*

*2. Such structures shall be limited to offices, yards and buildings for the storage of lumber, equipment and other building material, workshops for prefabricating building components.*

*3. The operations and activities carried on within such structures shall not adversely affect the use of nearby dwellings by reason of noise, smoke, dust, odor, fumes, vibration, electrical disturbance or glare to a greater extent than normal is a residential district that is being developed.*

*4. The hours of operation shall be restricted to the hours between 7:00 AM to 8:00 PM, Monday through Saturday and the concentration of vehicles attracted to the premises in connection with such use shall not be more hazardous than normal traffic in a residential district that is being developed.*

*5. All temporary structures shall be located at least one hundred (100) feet from the nearest occupied residential dwelling.*

*6. All temporary structures and yard storage areas are enclosed by a fence that meets the City Fencing Ordinance.*

*7. The conditional use permit for all temporary structures shall be for a period of six (6) months and may be renewed by the Planning Commission only while construction operations related to the temporary structure are diligently pursued.*

*G. Private Recreation Uses in Residential Districts (RR and R-2 only), including golf courses, cross-country skiing, snowmobiling and private or commercial equestrian facilities and accessory commercial uses.*

*1. Minimum lot size shall be forty (40) acres.*

*2. The principal and accessory buildings, including maintenance sheds, shall be set back at least seventy-five (75) feet from all property and street lines.*

*3. Accessory buildings, structures and storage areas shall be screened on all sides from adjacent residential areas and public street rights-of-way.*

*4. Operational hours for maintenance vehicles, course maintenance and/or irrigation may be restricted to protect nearby residential districts.*

*5. The use can be easily accessed from the collector road system in the City to eliminate excessive traffic in residential districts that would otherwise negatively impact those districts.*

*6. The use shall be provided with public utilities including water supply and wastewater treatment and collection approved by Utah County.*

*7. The use shall not jeopardize the existing topographic character in the City which would create an unstable soil condition and unnatural grades on the proposed development site.*

8. *The negative impact to environmentally sensitive areas (flora and fauna) in the City shall be minimal within reason.*

9. *The proposed use shall not negatively impact the rest of the community in terms of light, air quality and general safety of its residents.*

I have read the Home Business regulations listed from Ordinance 2011-02, and I understand and will comply with the Home Occupation Ordinance. Any violation(s) of this ordinance can result in the revoking of my Home Occupation 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 and approval of, any violation of any part of the provisions or regulation of the International Building Code or City of Woodland Hills Code. I agree to allow a representative from the City of Woodland Hills to inspect my premises for compliance at least semi-annually; or when code violations are reported or suspected.

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Owner's Signature