Administrative Home Occupation Application Submittal Requirements

Documents

☐ **Completed Application.**

☐ **Detailed Letter of Explanation.**

    a. Type of business.
    b. Square footage devoted to use.
    c. Equipment used.
    d. Number of employees.
    e. Operating hours (hours per day and days per week).
    f. Average daily number of people that will be coming to your home.
    g. Number of students or home beauty salon stations (if applicable).

☐ **Statement of Legal Interest**. Download form. Form must be completed and signed by the legal owner of record.

☐ **Proof of Neighbor Notification** *(for properties located in Harris Ranch Specific Plans only)*. Written confirmation that adjacent property owners and occupants, including across street and alleys, have been informed of your proposal. Proof of sending via certified mail is an acceptable alternative. You may request the list of persons to be created for you for a small fee here.

☐ **Site Photos.** Colored and labeled photographs of the site and surrounding area showing building context.

Drawings

☐ **Detailed Site Plan,** which includes:

    a. Name of applicant, plan preparer, project name, and project address on title block.
    b. Drawing scale and North arrow.
    c. Size of parcel in acres or square footage, property lines, and all required setbacks with dimensions.
    d. All existing and proposed structures labeled with their size and existing and/or proposed uses.
    e. Pedestrian walkways internal to the site which connect buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way.
    f. Parking and loading areas with stalls and drive aisle shown and any garage door widths dimensioned. Include accessible parking spaces.

☐ **Floor Plans**. Drawn to scale with labels and dimensions for each room and a calculation of the total gross square footage proposed. If remodeling is proposed show existing and proposed conditions.