

TOWN OF SUPERIOR

199 N. Lobb Avenue

P.O. Box 218

Superior, AZ 85173

(520) 689-5752

APPLICATION FOR HOME OCCUPATION PERMIT

Application No.: _____ Date Received: _____ Fee: \$75.00

Receipt No.: _____ Received by: _____

In order to expedite processing of this application for a Home Occupation Permit, and to eliminate unnecessary delays to the applicant, the Town Manager will not accept this application unless all items have been checked off, and this application form has been signed and dated. In addition, all information is to be submitted in a neat and legible format, and all drawings drawn to scale.

In the event errors or omissions are discovered, the application will be deemed incomplete, and will be returned to the applicant for revision.

Applicant's Name: _____

Phone No.: _____

Address: _____

Cell No.: _____

City: _____

State: _____ Zip: _____

Property Owner: _____

Phone No.: _____

Address: _____

Cell No.: _____

City: _____

State: _____ Zip: _____

Home Occupation Address: _____

Assessor's Parcel Number(s): _____

Zoning District: _____

Name of Proposed Home Occupation (Business Name): _____

Describe business in detail: _____

Days per week of home occupation: _____

Hours per day of home occupation: _____

Name and number of employees (including self): _____

Number of deliveries of goods/materials to home (week/month): _____

Number of customer visits to home per week: _____

Machinery, equipment and tools used: _____

Location and types of materials stored and used: _____

Vehicles and trailers used (number, type and size): _____

HOME OCCUPATIONS

Home Occupations are intended to provide for commercial uses associated with a residence in those cases where that use will clearly not alter the character or the appearance of the residential environment. Home Occupations, as defined in §3.6 of the Town's Zoning Code, shall be permitted in any residential district, subject to approval by the Town Manager in compliance with the following conditions:

1. All home occupations shall be clearly incidental and subordinate to the use of the property and dwelling unit for residential purposes. A valid Town sales tax and/or business license shall be maintained for the home occupation use.
2. The home occupation is conducted entirely from within the principal residence or garage, and shall not change the residential character thereof. Carports, accessory buildings, and yards may not be used for home occupations.
3. No more than twenty-five (25) percent of the gross floor area of the dwelling shall be devoted to the home occupation. Areas devoted to the home occupation use shall maintain a residential appearance.
4. There shall be no employees other than members of the immediate family residing in the dwelling unit where the home occupation is being operated.
5. No business shall be conducted which requires delivery vehicles or other services not customary to a residence. Deliveries and pickups shall not block traffic and shall only occur between the hours of 8:00 a.m. and 8:00 p.m. Monday thru Saturday.

6. There shall be no external evidence of the home occupation activity such as outdoor storage, displays, noise, dust, odors, fumes, vibration, electrical interference or fluctuation, or other nuisances discernible beyond the property lines.
7. No signs signifying the business or commercial product or service are allowed.
8. Customer/patron and shipping/receiving trip generation shall not exceed five (5) trips per day. Exceptions to this shall be allowed for music, art, craft or similar lessons, swim lessons, and home day care providers.
9. No truck or van with a load rating of more than one (1) ton shall be stored on the site. Outside storage of heavy equipment or material is prohibited.
10. Any parking incidental to the home occupation shall be in driveways or other on-site parking areas and shall not create hazards or street congestion.
11. Storage of goods and materials necessary for the home occupation shall not include flammable, combustible or explosive materials.
12. A Home Occupation Permit shall be issued for a period of time not to exceed five (5) years from the date the permit was first issued.
13. All federal, state, and local regulations that pertain and are applicable to a home occupation shall be met.

I, the undersigned, understand that any permit issued pursuant to this application does not grant any right or privilege to use any building or land contrary to the provisions of the Town's Zoning Code. I will comply with the provisions of §3.6 of the Zoning Ordinance as listed above. I hereby certify that I am the resident or authorized representative of the property described in this application, and that the information provided in this application is to the best of my knowledge, true and correct.

Applicant's Signature

Date

Owner's Signature

Date

Staff Comments (for office use only): _____

