



Home Occupation Permit Application

General Information:

A home occupation is a use conducted entirely within a dwelling and is incidental and secondary to the use of the dwelling for dwelling purposes. Home occupation permits must be renewed on an annual basis. Approvals for home occupations shall lapse if not pursued within two months of approval.

Business Name: _____

Description of the business: _____

Location: Lot: _____ Block: _____ Subdivision: _____

Physical Address: _____

Parcel No.: _____ (Contact Eagle Co. Assessor at 970-328-8640 for parcel no.)

Zoning: _____

Name(s) of Property Owner(s): _____

Mailing Address: _____

Phone: _____

Property Owner(s) Signature(s): _____

Name of Applicant (Business Owner): _____

Mailing Address: _____

_____ **Phone:** _____

Email Address: _____ **Fax:** _____

HOME OCCUPATION INFORMATION

Number of employees: _____

Hours of operation: _____

Equipment/vehicles (including number) to be used: _____

Where are materials/equipment to be located: _____

Will clients be coming to the home: _____

Estimate number of client visits per week: _____

- Please attach written approval from a condominium association, landlord, and joint owner, if applicable.
- The Administrator may require the submission of additional plans, drawings, specifications, samples and other materials (including a model) if deemed necessary to determine whether a project will comply with Design Guidelines or if the intent of the proposal is not clearly indicated.

HOME OCCUPATION PERMIT CONDITIONS

All home occupations must comply with the following regulations at all times. If any condition is violated at any time, the home occupation permit may be revoked.

1. The use shall be conducted entirely within a dwelling and carried on principally by the inhabitants thereof. A home child daycare facility shall be exempt from this requirement to allow outdoor play areas.
2. Employees, other than inhabitants of the dwelling, shall not exceed one person at any time.
3. The use shall be clearly incidental and secondary to the use of the dwelling for dwelling purposes and shall not change the residential character of the property and neighborhood.
4. The total floor area used for the home occupation shall not exceed one-fourth (1/4) of the gross residential floor area of the dwelling, nor exceed five hundred (500) square feet. Home child daycare facilities shall not exceed one-half (1/2) of the gross residential floor area of the dwelling, nor one thousand two hundred fifty (1,250) square feet.
5. There shall be no advertising, display, or other indication of the home occupation on the premises.
6. Selling stocks, supplies, or products on the premises shall not be permitted, provided that incidental retail sales may be made in connection with other permitted home occupations.
7. There shall be no exterior storage on the premises of material used in the home occupation.
8. There shall be no noise, vibration, smoke, dust, odor, heat, or glare noticeable at or beyond the property line, as a result of the home occupation. A home child daycare facility shall be exempt from this requirement to allow outdoor play areas.
9. A home occupation shall not generate significant vehicular traffic in excess of that typically generated by residential dwellings and shall not interfere with parking, access or other normal activities on adjacent properties, or with other units in a multi-family residential development.
10. No parking or storage of commercial vehicles in association with a home occupation permit shall be permitted on the site.
11. A home occupation permit is valid for one year and must be renewed by the Administrator in order for the home occupation to legally be continued.

I agree that the home occupation will be in compliance with all of these conditions.

Signature

Date



JOINT PROPERTY OWNER WRITTEN APPROVAL LETTER

The applicant must submit written joint property owner approval for applications affecting shared ownership properties such as duplex, condominium, and multi-tenant buildings. This form, or similar written correspondence, must be completed by the adjoining duplex unit owner or the authorized agent of the home owner's association in the case of a condominium or multi-tenant building. All completed forms must be submitted with the applicants completed application.

I, (print name) _____, a joint owner, or authority of the association, of property located at _____, provide this letter as written approval of the plans dated _____ which have been submitted to the Town of Vail Community Development Department for the proposed improvements to be completed at the address noted above. I understand that the proposed improvements include:

I understand that modifications may be made to the plans over the course of the review process to ensure compliance with the Town's applicable codes and regulations; and that it is the sole responsibility of the applicant to keep the joint property owner apprised of any changes and ensure that the changes are acceptable and appropriate. Submittal of an application results in the applicant agreeing to this statement.

Signature

Date

Print Name