



Home Occupation (HO) Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- _____ Letter of Request should contain, at a minimum, the following:
 - _____ Date of Application.
 - _____ Owner and Owner’s Representative or Consultant Mailing Addresses, Telephone Numbers, and Email Addresses
 - _____ Site location, dimensions, and size of property in feet and acres, and present zoning.
 - _____ Project description or project narrative
 - _____ Action requested and the reason and purpose for the request.
 - _____ Existing and proposed facilities, structures, roads, etc.
- _____ Download and fill out the [Letter of Consent](#) when the applicant role is as tenant.
- _____ Proof of current ownership by recorded deed.
- _____ If Owner is other than Individual, please provide the following.
 - _____ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority as applicable to LLC property ownership.
 - _____ Articles of Incorporation and By Laws as applicable for Corporation Property ownership.
 - _____ Trust Documents as applicable for Trust Property ownership.
- _____ View the Example [Site Plan Drawing](#) that includes, at a minimum, the following. The site plan must include all property boundaries, structures, easements, and other relevant features, drawn to scale
 - _____ North Arrow, Written and Graphic Scale at an even numbered engineer scale (1” = 10’, 20’, 30’, etc.) - No larger than 11” x 17” in size – Aerial or Google maps will not be accepted. If the parcel is very large, in addition to the parcel dimensions, you can use a zoomed in shot for the details of structures. Distances to parcel boundary lines are still required.
 - _____ Find the **Assessor’s Parcel Number** in [Parcel Records Search](#) by entering Address or Owner’s Name.
 - _____ From the search, also get the **Address and Legal Description of the Property**
 - _____ Next, in the map menu, click on the layers icon, check County Zoning to get the **Legacy Zone District. Then go to the UDC, Page 7, to get the updated zoning.**

- _____ Platted and Known Easements and Building Setback Lines as reflected upon the original subdivision plat, if applicable.
- _____ Location, Exterior Dimensions and Use Identification of **Proposed Structures and ALL Existing Structures** with Four (4) Distances from Structures to Front, Sides, and Rear Property Lines and Distance to or Separation between Other Existing Structures and or Proposed Structures.
Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line.
- _____ Corner Lot measuring requirements, UDC Chapter 17.04.090(c): Where two streets intersect, the minimum sight triangle length is 30 feet. Where a driveway intersects with a street, the minimum sight triangle length is 15 feet.
- _____ Location, Type, and Height of Existing and Proposed Fences
- _____ Show the locations of existing or proposed access points with widths and distances to property lines from each side
- _____ Add the Road Names Adjacent to Property
- _____ Property Owner's Name