



Development Information Packet Home Occupation

The intent of a Home Occupation is to allow the resident of a home the opportunity to conduct an occupation, profession, activity or use within their home (residential dwelling unit). The Home Occupation needs to be incidental and secondary to the use of the home. The primary use of the home is for residential purposes. The Home Occupation use should not alter the exterior of the property or affect the residential character of the neighborhood.

A pre-application meeting is encouraged. Please contact the Community Development Department at the phone or email below.

This packet is designed to provide information on the review procedures, submittal requirements and the overall process used to approve a Home Occupation the City of Evans. **Applicants are advised that this packet may not be a complete summary of the City’s Municipal Code, all Development Ordinances, etc.** We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. The Code can be found on the City’s home page at:

www.evanscolorado.gov or www.municode.com/library/co/evans/codes/municipal_code.

City Planner

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Forms that may be required are listed below. City Planning will help determine applicability at the Pre-Application meeting.

- Application Form
- Application Check List

Narrative:

- A written project description of the proposed development and how the proposal meets the Design Standards and Criteria for approval found in the City’s Land Use Code.

Home Occupation Application Checklist

Project	
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Home Occupation

The items below are required for a complete application, unless indicated as only required in certain circumstances. A Pre-Application meeting will help determine applicability of these materials however, the listed items are generalized for most applications. No review will begin for the application until all items required are provided. Acceptance of an application does not imply or guarantee approval by the City. This packet is not a complete summary of the City’s Municipal Code, all Development Ordinances, etc. We encourage applicants to review the requirements of Municipal Code and to ask questions about other sections that apply to approved development such as potential impact fees, engineering standards, building code requirements, etc. Approval of a request is based on compliance with all standards in the Municipal Code. *All items should be provided electronically. The naming convention found on the checklist below shall be used, for example, 00-Application Form, or 07-Water Information.*

Applicant Initials	Application Items	Staff Initials
	00-Application Form: Application form including signatures of all landowners of record for the property. If the property is subject to a contract for sale and purchase, a signature is required by all contract purchasers. Where the property is owned by a legal business entity, the application must be signed by an authorized representative of the business entity, and evidence of authorization to sign for the business entity must be included with the application.	
	01-Application Checklist: An executed copy of this checklist is required.	
	03-Application Fee:	
	<p>07-Project Description: Please provide a narrative labeled “project description” as outlined in the Municipal Code, Section 18.05.020.J and copied below for ease.</p> <ul style="list-style-type: none"> a. Will the exterior appearance of your home be altered due to your proposed Home Occupation? Please describe how, including but not limited to lighting or signage, house paint color changes, emissions of sounds, dust, odors, fumes, smoke, heat, glare or vibrations detectable outside the dwelling. b. Will the Home Occupation be confined to the primary dwelling? Will the Home Occupation use an accessory building? Are all persons involved in the Home Occupation legal and regular habitants of the dwelling unit? c. Will the dwelling unit continue to be used primarily for residential purposes? Will the proposed Home Occupation be secondary to the use of the dwelling purposes? d. What percentage of the dwelling unit will be used for the proposed Home Occupation? e. Are there any other Home Occupations at this residence? f. Please confirm that on-site retail and wholesale transactions will NOT be the primary activity of the Home Occupation and there will be no window displays of any merchandise. g. What are your anticipated customer service activities? h. Regarding vehicular traffic associated with the Home Occupation, approximately how many client vehicles do you expect at the residence at any one time, and approximately 	

	<p>how many per week? How many trips per week will be made for delivery of product or materials?</p> <ul style="list-style-type: none"> i. How will you provide paved off-street parking to accommodate all needs created by the Home Occupation? j. How many vehicles (limited to 1-ton capacity) and/or trailers (limited to 15 feet) will be parked on site? How will parking conform to section 18.08.080 of the code? k. Will there be any exterior advertising or use of signage? If so, please describe. l. Will there be any exterior storage on the property of material and/or equipment as part of the Home Occupation? Will any mechanical equipment be stored? m. Will any electrical or mechanical equipment create audible or visual interference with television receivers or cause fluctuations in line voltage outside the dwelling? Will utilities in the dwelling be limited to normal household use? n. What hours will clients visit to conduct business? o. Does the intended use of the Home Occupation and buildings, equipment and materials comply with all building and fire codes? p. Will you be able to provide the City access to books, records and information relating to the business as requested? q. Is the applicant the resident of the dwelling? If not, are you able to provide written approval by the property owner? 	
	<p>08-Ownership Information: Evidence of current ownership such as a deed.</p>	
	<p>11-Site Plan Map: Site plans must illustrate where the improvement is to be located on the site, all outbuildings, setback distances from lot lines to the existing and proposed structures, and the access point.</p>	
	<p>13-Building Permit: Note that our Building Department will review the Home Occupation package too as a Building Permit may be needed.</p>	
	<p>13-Business License: A Business License is needed for businesses in Evans.</p>	
	<p>The following Home Occupations are prohibited. Please review carefully and confirm your application is not for these uses. Certain home business uses have demonstrated a tendency to cause impacts to a neighborhood that are detrimental to the character and value of residential properties, and have associated impacts upon the public health, safety and general welfare in residential areas. The following uses, regardless of whether they meet the performance standards, are not permitted. These businesses shall include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Veterinary clinics, animal hospitals or kennels; b. Equipment rental; c. Funeral chapels, mortuaries or funeral homes; d. Wedding chapels; e. Medical or dental clinics; f. Repair/servicing or painting of automobiles, motorcycles, trailers, boats and other vehicles; g. Repair/servicing of large appliances including stoves, refrigerators, washers and dryers; 	

	<ul style="list-style-type: none"> h. Repair/servicing of power equipment including lawn mowers, snow blowers, chain saws, string trimmers and similar equipment; i. Restaurants; j. Welding, metal and wood fabrication shops; k. Dispatching of vehicles to and from residential premises. This prohibition includes, but is not limited to taxi services, towing services and the like; l. The sale of firearms and gunsmithing; m. Taxidermy; and n. Storage of construction equipment. 	
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Applicant Certification & Signatures

I CERTIFY that to the best of my knowledge this application to the City of Evans includes all of the appropriate documentation as required:

Landowner Signature

Date

Landowner Printed Name

Landowner Signature

Date

Landowner Printed Name

Applicant Agent Signature (If Different)

Date

Applicant Agent Printed Name