

PLANNING DEPARTMENT

HOME OCCUPATION APPLICATION

If your business (this includes a *mobile business**) will be based out of a *residence located within the City limits of Lancaster* (not from a store front location), please read and fill out the attached Home Occupation Application and submit it, along with a completed Business License Application, in person at the Planning Department.

Please Note:

This packet does not include an application for a business license. Please be sure to also complete a Business License Application.

*** Mobile Business:** some examples are disc jockeys, landscapers, etc.

HOME OCCUPATION APPLICATION
(Please PRINT ALL Information Clearly)

HO# _____

• Name of Business _____

• Applicant's Name _____

• Address (No P.O. Boxes) _____

• City _____ • State _____ • Zip Code _____

• Home Phone (____) _____ • Cell Phone (____) _____ • Email _____

Note: If applicant resides in a mobile home or apartment complex, please provide name of park or complex: _____

Applicant – Please provide ALL the following information:

1. Describe the nature of your proposed business: _____

2. Will your home be used for office use only? Yes No

3. Will customers/clients come to your home? Yes No

4. What product or service will you provide? _____

5. Will you have employees? Yes No If yes, how many employees? _____

6. Where will employee parking be provided? _____

7. Which and how many rooms of your home will be used for this business? _____

8. Do you intend to store supplies and/or materials on the premises? Yes No If yes, please describe: _____

10. Any hazardous materials? Yes No If yes, please describe: _____

11. Number, size and type of vehicles used in this business: _____

12. Provide any other pertinent information: _____

Assessor Parcel Number (APN): _____ **Zone:** _____

• This number may be obtained from your tax statement or the Assessor's Office at (661) 940-6700

• IN THE EVENT THE APPLICANT IS NOT THE LEGAL OWNER OF THE PROPERTY, THE APPLICATION MUST BE ACCOMPANIED BY A COPY OF THE LEASE AND A NOTARIZED ACKNOWLEDGEMENT FROM THE OWNER OF THE PROPERTY THAT A BUSINESS WILL BE LOCATED ON HIS/HER PROPERTY.

Property Owner's Statement:

• The undersigned states that they are the owner(s) of the property described herein and hereby file this application. I DO BY MY SIGNATURE ON THIS APPLICATION, absolve and agree to hold the City of Lancaster harmless from any and all liabilities and claims regarding violations of any deed restrictions or covenants that may be applicable to the property described herein.

Property Owner's Signature _____ **Date** _____

HOME OCCUPATION APPLICATION USES, APPLICATION PROCESS AND CONDITIONS FOR HOME OCCUPANCY

• Prohibited Uses:

The following uses shall not be allowed as a Home Occupation:

1. Construction, preassembly and similar large woodworking operations.
2. Contractor and construction yards that cause or require outdoor storage.
3. Cosmetology services including barber and beauty shops.
4. Limousine, taxi, or tow truck services; recreational vehicle rentals or automobile leasing; food or ice cream vending vehicles, or other vehicles not normally incidental to a residential use where such motor vehicles would be parked or stored at the Home Occupation site. This provision does not preclude limited customer or client parking.
5. Welding shop and/or metal fabrication.
6. Pet grooming.
7. Rental establishments as described in the Permitted Uses Section of the C Zone.
8. Repair services related to automobiles, motorcycles, large household appliances, small engines, garden equipment, or other machinery.
9. Taxidermy.
10. Uses which are subject to Director's Review or a Conditional Use Permit in the zone where the applicant's residence is located.
11. Those uses which the Director of Planning determines are similar in nature to the uses listed above.

Note:

While the above listed uses may not take place on the Home Occupation site, application may be made for a Home Occupation office which might serve such uses which are legally located elsewhere within the proper zoning designation.

• Application and Fee:

The application for a Home Occupation shall be made in person to the Planning Department and shall be accompanied by the fee required by Resolution of the City Council. The applicant shall fully disclose on the application form all **hazardous materials** (as defined in Section 17.04.240 of the Zoning Ordinance) which will be stored on-site or used in conjunction with the Home Occupation. Fees for inspections by departments other than the Planning Department shall be paid directly to those departments.

The City shall accept only those applications which have provided all of the information required on the application form which applies to the proposed Home Occupation.

• Director's Review:

Review of the Home Occupation application, site plan and other pertinent information shall be accomplished by the Director of Planning or a designated representative. The final approval shall remain in effect for one (1) year unless the Home Occupation Permit has been revoked. The Home Occupation Permit shall be subject to review and renewed on an annual basis in conjunction with the issuance of or renewal of the business license.

• Conditions for Use:

No Home Occupation shall be approved unless it complies with all pertinent City codes, ordinances and regulations in addition to the following conditions:

1. A Home Occupation shall be conducted entirely within the boundaries of the site and the activities of such Home Occupation shall not be visible or audible beyond the boundaries of the site.
2. There shall be no alteration of any building or structure which would result in a change of the residential occupancy classification under the Uniform Building code.
3. The Home Occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood and thus becomes objectionable to neighboring residents and others affected by such parking or traffic.
4. No customer or client may come to the premises except during the hours of 7:00 a.m. to 10:00 p.m. No deliveries may originate from or be made to the premises except during the hours of 8:00 a.m. to 6:00 p.m.

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5. No commercial vehicle which has a capacity of more than one (1) ton shall be parked or stored at the Home Occupation Site in the R, MHP, MDR or HDR Zones other than a Recreational Vehicle. (The term "commercial vehicle" is such as the term is described in the California Vehicle Code.)
6. There shall be no Home Occupation activities that are objectionable due to glare, dust, odor, vibration, noise, or that disturb the peace.
7. Home Occupation activities shall not create electrical or mechanical interference to radio or television reception in the neighborhood.
8. There shall be no signs or structures other than those permitted in the applicable zone.
9. No Home Occupation shall be conducted in a rental unit, without a notarized, written statement from the landlord granting permission.
10. Home Occupations are valid only for the person and the address approved and are non-transferable.
11. A maximum of: One (1) employee per Home Occupation Permit in the multiple family and MHP zones, two (2) employees in the R-7,000 zones, and three (3) employees in all other residential zones. Paved parking for employees and customers or clients shall be provided on site to the specifications of the Director of Planning.
12. The Director of Planning may add specific conditions to the approval of a Home Occupation Permit in order to address concerns which are not covered by the above conditions and which, in the Director's opinion, are necessary to protect neighboring property from any potential adverse effects of the proposed Home Occupation.

• Revocation:

Home Occupation Permits may be immediately revoked by the Director of Planning based upon a finding that any one of the following conditions exists:

1. That the use has changed either in nature or extent to the point that it differs substantially from the use requested in the approved application for the Home Occupation Permit.
2. That the use fails to comply with any condition in Section 17.08.320.
3. That the holder of the Home Occupation Permit fails to allow inspections at a reasonable time for the purpose of investigating a complaint or to verify compliance of the Home Occupation with the required conditions.
4. That the holder of the Home Occupation Permit fails to comply with any applicable City, county, state or federal ordinance, law or regulation including failure to obtain and/or renew a business License.

The Director of Planning shall notify in writing the holder of the Home Occupation Permit of such revocation and the reasons thereof. The Director's decision may be appealed in accordance with Section 17.36.030.

• Applicant Certification and Agreement:

I hereby certify I have read the above conditions for the operation of a Home Occupation and hereby agree to comply with such conditions. I also understand that should I fail to comply with these conditions and I understand that any incompleteness or falsification of any fact may result in denial of this application or revocation of any license issued. I declare under penalty of perjury of the State of California that all information contained in this application is true and correct.

Applicant's Signature _____ **Date** _____

• Applicant's Name _____
(Please Print)

• Address & Zip Code _____

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For City of Lancaster Use Only

• Planning Department _____ **Date** _____

• Code Enforcement _____ **Date** _____

• Comments/ Recommendations _____

**• THIS IS NOT A TRADE OR OCCUPATION LICENSE.
 APPROVAL IS GRANTED FOR ZONING ORDINANCE COMPLIANCE ONLY!**