

HOME BASED BUSINESS/CONDITIONAL USE PERMIT (County)
HOME BASED BUSINESS/ SPECIAL USE PERMIT (City)
APPLICATION INFORMATION

PLEASE READ AND ANSWER ALL QUESTIONS BEFORE SIGNING AND FILING.

IMPORTANT: Applicant is required to contact all other county, city or state regulatory departments regarding the requirements that pertain to obtaining a business license. Applicant must contact the appropriate Business License (City or County) Department. **BUILDING DEPARTMENT STAFF MUST SIGN OFF ON ALL BUSINESS LICENSE SURVEY FORMS.** Also, State Agencies, such as State Health Department, must be contacted by the applicant. When and if this application is approved by the Humboldt County Regional Planning Department or Planning Commission, the applicant **must** contact other agencies and obtain their approval for their business activity.

1. A filing fee of **\$100.00** is required to process this application (see fee schedule). All checks and/or money orders shall be made payable to **HUMBOLDT COUNTY**. At this time, we are unable to accept credit or debit cards but cash is acceptable.
2. The completed application, required fee(s), together with any additional information must be submitted to the Planning Department office by the submission date deadline if item is to be scheduled on the RPC agenda. Applicants will be informed of fees and submission dates when obtaining the application and again when turning the completed application into the Planning Department.
3. A copy of the application and pertinent information will be sent to various City/County, State, utility and outside agencies for review and comments.
4. Home-based Businesses are handled administratively (no public hearing & notices are not mailed to neighbors). A checklist is completed by Staff after receiving comments from the reviewing agencies to ensure the criteria has been met prior to approval.

A letter with an Acceptance Form stating the conditions of the approval will be mailed to the applicant approximately 2-3 weeks from the date the application is submitted. An appeal of a Staff decision must be filed by submitting a letter to the Planning Department requesting a hearing by the RPC.

5. The Acceptance Form must be signed, notarized and returned to the Planning Department prior to Staff signing off on any business license forms.
6. Submission of this application does not imply approval or denial of this request, **nor does it in and of itself guarantee approval of any business license.**

→ OTHER AGENCIES MUST APPROVE BUSINESSES IN THE COUNTY AND CITY. THOSE AGENCIES COULD INCLUDE AND ARE NOT LIMITED TO: CITY AND COUNTY BUILDING DEPARTMENTS; STATE HEALTH DEPARTMENTS; CITY OR COUNTY LAW ENFORCEMENT; AND, CITY OR COUNTY FIRE DEPARTMENTS.

I have read and understand all of the above statements.

Signed: _____

Date: _____

Applications not meeting the criteria of the administrative approval home based business ordinances will be scheduled for hearing before the RPC. A staff report will be prepared based upon the information provided in the application and from agency comments. All property owners within three hundred (300) feet of the boundaries of the subject property will be notified by mail ten (10) days prior to the scheduled meeting. The notice will state the time, date and place of the public hearing, at which time the applicant and all other interested parties will have an opportunity to be heard. A copy of the Regional Planning Commission (RPC) agenda and the staff report will be mailed to the applicant and/or agent prior to the scheduled meeting. It is recommended the applicant(s) attend the meeting in order to answer any questions the board may ask, which staff may be unable to answer. Failure to attend the meeting may cause your application to be rescheduled.

The RPC will approve, deny or approve the application with additional conditions. The RPC at the public hearing, however, may decide to table a request for more information or to make a site inspection, if necessary, in order to make their decision.

After the decision is made, the Planning Staff will notify the applicant by letter stating the action taken and including any conditions imposed.

The applicant has five working days to appeal any RPC decision. An appeal of the decision by the RPC must be filed by submitting a letter to the City or County Clerk requesting a hearing. The City or County Clerk will schedule the applicant's request before the City Council or County Commission, at which time a final decision will be made on the matter.

Submission of this application for approval and/or public hearing and the recommendation by Planning Staff for the public hearing does not imply approval or denial of this request by the Regional Planning Commission, the County Commission or the City Council; **nor does it in and of itself guarantee approval of any business license.**

HOME-BASED BUSINESS/CONDITIONAL USE PERMIT
HOME BASED BUSINESS/SPECIAL USE PERMIT
APPLICATION FORM

City of Winnemucca

Humboldt County

Applicant/Agent: _____

Name of Business: _____

Street Address of Business/Location: _____

Mailing Address: _____

Assessor's Parcel # _____ Property is zoned: _____

Legal Owner of Property: (a signed, notarized Affidavit of Ownership is required)

Name of Owner: _____

Mailing Address: _____

_____ Phone: _____

1. Please explain in sufficient detail the nature of your business and how it will operate:

2. The home-based business/home occupation operation will be:

____ Off-premise; the business will customarily be conducted away from the residence.

____ On-premise; the business will customarily be conducted at the residence as secondary use.

3. Will you have clients and customers coming to your residence? Yes ___ No ___

If yes, indicate proposed hours of operation: _____

Number of customers expected: _____ Where will customers park? _____

FOR DEPARTMENT USE

Received By _____ Date Received _____

Application No. _____ Name _____

4. Will goods or materials be delivered to your residence? Yes ___ No ___
 If yes, please indicate what type of goods or materials will be delivered: _____

 How and when will goods or materials be delivered? _____

 How often? _____
5. Will your business involve providing goods or services at a job site? Yes ___ No ___
6. Will you deliver goods and materials to your customers? Yes ___ No ___
 If yes, how will it be delivered? _____

 How often? _____
7. Will you use a vehicle in the operation of your business? Yes ___ No ___
 If yes, what type of vehicle, and where will it be parked? _____

 If the vehicle is a truck, what is its capacity? _____
8. Will you store any materials or goods at your residence? Yes ___ No ___
 If yes, what type of materials or goods? _____

9. Do you understand that all goods or materials associated with the business must be stored within the residence or accessory building? Yes ___ No ___
10. Between jobs, where will you store your goods and/or left over materials? _____

11. Will equipment (hand tools or large equipment) be used in the operation of your business? Yes ___ No ___
 If yes, will these items be stored at your residence? Yes ___ No ___
 If yes, please indicate what type of tools or equipment, how much and where will it be stored: _____

 How long will it be stored? _____
12. Will you be the only employee of the business? Yes ___ No ___ If no, do you understand that the employees of your business will be limited? Yes ___ No ___

13. How much of your dwelling will be occupied by your business? _____

14. Will your dwelling require remodeling to accommodate this proposed business?
Yes ___ No ___ If yes, please explain how and why it will be remodeled: _____

15. Do you understand that the residential character of your residence cannot be altered
and that entrances cannot be provided specifically for the business? Yes ___ No ___

16. Will you be disposing of used or waste materials as a result of this business?
Yes ___ No ___ If yes, what materials will be disposed of and how? _____

17. Do any other home-based businesses or home occupations operate from your
residence? Yes ___ No ___

18. Do you understand that you cannot advertise the address of your business?
Yes ___ No ___

19. How will you advertise your business? _____

20. Will you be required to obtain any city, county, state and/or federal permits and/or
licenses? Yes ___ No ___ If yes, indicate agency and type: _____

Application may require copies of all city, county, state, and/or federal permits and/or licenses.

BY MY SIGNATURE BELOW:

- I have carefully read and completed all questions contained within this Conditional Use/Special Use Permit application to the best of my ability.**
- I acknowledge that submission of the application does not imply approval of this request by the Planning Department, the Regional Planning Commission, the County Commissioners or the City Council; nor does it in and of itself guarantee issuance of any other required permits and licenses.
- I acknowledge that this application may be tabled until a later meeting if either I or my designated representative are not present at the meeting for which this application is scheduled.
- I consent to having the Planning Department Staff enter onto my property only for the sole purpose of inspecting said property as a part of this application process.

Or

- I object to having the Planning Department Staff enter onto my property as a part of their review of this application. (Your objection will not affect the recommendation made by the Staff or the final determination may by the Regional Planning Commission, City Council or County Commission).

Applicant/Agent _____
(Please print or type)

Mailing Address _____

Street or P.O. Box

City, State, Zip code

E-Mail _____ Phone _____

SIGNATURE _____

OWNER'S AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

I, _____ being duly sworn, depose and state that I am the owner of the property herein described in the application, and that I consent to the filing of this petition.

Signed _____

Mailing Address _____

Telephone Number () _____

Subscribed and sworn before me on _____

(Date)

by _____

(Name of person making statement)

Notary Public in and for said County and State