

APPLICATION for a HOME OCCUPATION PERMIT

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ HOME ADDRESS: _____

BUSINESS NAME (if any): _____

BRIEFLY DESCRIBE YOUR BUSINESS: _____

SQUARE FOOTAGE OF ALL BUILDINGS ON YOUR PROPERTY: _____
[if apartment, area used by you; if commercial, area for dwelling]

SQUARE FOOTAGE OF AREA TO BE USED BY BUSINESS: _____

Please circle the appropriate response to the following:

1. Will your business employ someone who will work at your residence but does not live there? If yes, how many (one is allowed).
Y N
2. Will your business require any new structural, electrical, mechanical or plumbing alterations? If yes, describe on an attached sheet.
Y N
3. Will your business involve storing materials and supplies other than a small amount normally required to run a small business? If yes, please describe what will be stored and where on an attached sheet.
Y N

I HAVE READ THE HOME OCCUPATION PERMIT REGULATIONS ATTACHED TO THE APPLICATION COVER LETTER AND AGREE TO ABIDE BY THESE REGULATIONS.
THE ABOVE INFORMATION IS TRUE AND CORRECT.

Signed _____ Date _____

additional sheets are attached
_____ Area below this line for City use _____

% total floor space _____ City Center? Y N ZONING

Received by: _____ Date: _____

Transmitted by: _____ Date: _____

Scheduled for Commission Review: _____

Approved by: _____ Date: _____

TRANSMITTAL

Acknowledgement of Policy Pertaining to Deposits to Cover the Cost of Planning, Zoning, and Land Use Approvals.

Resolution 969, Section 4, provides: Deposits and/or minimum fees.

SECTION 4. DEPOSITS AND / OR MINIMUM FEES

Each of the fees and charges listed in Appendix A is considered to be an initial deposit. If an application requires extraordinary assistance from city staff, city manager, city engineer, city planner, and city attorney (beyond standard review), the city manager is authorized to collect additional funds based upon an "estimate of actual costs". The city manager is authorized to require submittal of these funds at the initial application stage and / or later after review by any of the city officials listed above. An application shall not be processed or continued to be processed until the initial fee, the initial deposit, or subsequent deposit of funds is made to the satisfaction of the city manager.

The City Manager is hereby authorized to collect a ten percent (10%) general overhead charge in addition to all of its actual costs.

In the event a project costs more than the deposit, the City is entitled to collect, not only all costs (engineer, planner, attorney, City staff, etc), but in addition, a general overhead charge of ten percent (10%). Any funds not applied towards City costs or the ten percent (10%) general overhead cost shall be returned to the applicant within thirty (30) days of project completion.

Acknowledgement:

I understand and acknowledge that the project for which I am making application to the City of Blue Lake is subject to the provisions of Section 4 of Resolution No. 969, as above set forth, and acknowledge receipt of this disclosure.

Applicant

Date

Applicant

Date