COCONINO COUNTY — Department of Community Development
2500 North Fort Valley Road, Building 1 Flagstaff, AZ 86001 Phone: (928) 226-2700 Fax: (928) 226-2701

HOME OCCUPATION PERMIT APPLICATION

APPLICANT

Applicant Name _____

Business Name _____

Mailing Address _____

_____

_____

Contact Person _____

Phone _____ Fax _____

Email _____

PROPERTY INFORMATION

Assessor's Parcel # _____

Subdivision _____

Unit # _____ Lot # _____

Address/Location _____

_____

_____

Zoning _____

PROPOSED HOME OCCUPATION

Please provide a detailed written description of the proposed home occupation. *(See reverse for related regulations)*

_____

_____

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_____

CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

Signature of Applicant

_____ Date _____

Signature of Property Owner *(if not the applicant)*

_____ Date _____

OFFICE USE ONLY

Received By _____ Date _____

Case # _____

Related Cases _____

DIRECTOR ACTION

❑ Approved with Conditions *(see attachments)* ❑ Denied

Action By _____ Date _____

Expiration Date _____

CD-HOP4 04/01/04

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Regulations for Home Occupation Permits

Home occupations are regulated by Section 14.2 of the Coconino County Zoning Ordinance. Home occupations, where permitted by the provisions of the ordinance, shall be subject to the approval of the Director of Community Development and shall comply with the following regulations:

1. A home occupation shall be conducted in a dwelling and shall be clearly incidental to the use of the structure as a dwelling.
2. In no way shall the appearance of the structure or the premises be so altered or the conduct of the occupation within the structure be such that the structure or premises may be reasonably recognized as serving a non-residential use (either by color, materials, or construction, lighting, signs, sounds or noises, vibrations, display of equipment, etc.).
3. No one other than a resident of the dwelling shall be employed in the conduct of a home occupation.
4. No motor or mechanical equipment shall be permitted other than normally incidental to the use.
5. The use shall not generate pedestrian or vehicular traffic beyond that normal to the district in which it is located.
6. No storage of materials and/or supplies, including vehicles or equipment used in the occupation, indoors or outdoors, shall be permitted which will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood.
7. No building or space outside of the main building shall be used for home occupational purposes except approved agricultural/horticultural related activities.
8. There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential purposes.
9. A home occupation shall not create any radio or television interference or noise audible beyond the boundaries of the site.
10. No smoke, odor, liquid, or solid waste shall be emitted.
11. There shall be no outdoor storage or display of materials or equipment maintained on the premises.
12. The conduct of the home occupation shall not interfere with the maintenance of the required off-street parking spaces on the property.
13. The application shall be subject to review each year by the Director of Community Development. Violation of any criteria listed above shall result in cancellation of the home occupation permit.

A decision of the Director of Community Development regarding the approval, disapproval, or conditions imposed may be appealed in writing to the Planning and Zoning Commission within fifteen days of notice of the decision.

Home occupation permits are reviewed on a yearly basis by the Department of Community Development. Violations of any of the criteria listed above shall result in the cancellation of the home occupation permit.