



Routine & Uncontested Matter for Conditional Home Occupation

OFFICE USE ONLY

Petition No.:
Date Received:
Reviewed By:

SALT LAKE CITY PLANNING

Address of Subject Property:

Project Name:

Name of Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

County Tax (sidwell #):

Zoning:

Date of Update:

Type Of Usage:

Existing Property Use:

Proposed Property Use:

Please include the following information with your application: (Attach additional sheet(s) if necessary.)

1. A completed description of the proposed home occupation.
2. A listing of all individuals at the home who will be working on this business.
3. The expected number of clients per hour? _____ Per day? _____
4. The expected hours of operation.
5. The approval of the apartment manager, if this business is conducted in an apartment. (Signature and date of approval.)

Signature _____ Date _____

Please attach the following to the application:

Names, signatures, and addresses of all abutting property owners. The names and signatures of the property owners across the street(s) is also required.

- If all required signatures are obtained, the Zoning Administrator will approve, approve with conditions, deny, or refer the application to the Board of Adjustment to be considered as a Special Exception.
- If all required signatures cannot be obtained, the Zoning Administrator shall refer the applicator to the Board of Adjustment to be considered as a Special Exception.
- Request for food related products will require an approval letter from the Department of Agriculture and Food prior to review and approval of the conditional home occupation application.

A \$110.74 filing fee will be required at time of application.

A SEPARATE Business License will be required.

Notice: Additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information submitted as part of the application may be copied and made public including professional architectural or engineering drawings which will be made available to decision makers, public and any interested party.

File the complete application at:

Salt Lake City Buzz Center
PO Box 145471
451 South State Street, Room 215
Salt Lake City, UT 84115

Signature of Property Owner or Authorized Agent _____ Date _____

Standards: All home occupations shall comply with the following standards:

1. The home occupation must be clearly incidental and secondary to the primary use of the dwelling for residential purposes;
2. The area of the residence, used for home occupations shall remain in character with the rest of the home except for such minor alterations necessary to conduct an approved home occupation;
3. The home occupation shall not be conducted in, nor in any way use, the garage, carport, any accessory building or any portion of the yard. A home occupation license to distribute produce grown on the premises for off premises sales may be conducted in the rear yard and include the use of accessory buildings but may not occupy required parking areas;
4. The home occupation work conducted at the residence shall not involve any employees other than persons lawfully living in the residence;
5. The residence must be the principal residence of the applicant;
6. Other than the applicant's personal transportation there shall be no vehicles or equipment stored outdoors, or in a garage or accessory building on the property associated with the home occupation which would not normally be found at a residence;
7. Delivery of merchandise, goods, or equipment, to the site of the home occupation, shall be made by a vehicle typically employed in residential deliveries. No deliveries to the site of the home occupation by semi-tractor/trailer truck shall be permitted. Loading and deliveries to the site of the home occupation shall be limited to the hours of eight o'clock (8:00) A.M. and six o'clock (6:00) P.M.;
8. No mechanical or electrical apparatus, equipment or tools shall be permitted in the home occupation except those which are commonly associated with a residential use or as are customary to home crafts, and which do not exceed 220 volts or which are customary to an approved conditional home occupation;
9. Tools, items, equipment or occupations which are offensive or noxious by reason of the emission of odor, smoke, gas, dust, vibration, magnetic or electrical interference, noise, or other similar impacts extending beyond the property line of the lot where the occupation is located, are prohibited;
10. Stock in trade, inventory or other merchandise shall be allowed to be kept only in the interior space of the dwelling;
11. No outdoor storage is permitted in conjunction with the occupation other than produce for off premises sales as outlined in subsection H3 of this section;
12. Other than allowed conditional home occupations, no clients or customers shall come to the home nor shall any additional vehicular traffic or parking needs be generated;
13. For conditional home occupations, no more than one client may be served at one time and no more than one place of vehicular parking shall be occupied by a client at any time;
14. The home occupation shall not require any internal alterations, other than those necessary for an approved home occupation, nor any external alterations to the residence, nor provide any visible evidence from the exterior that the building is being used for any other purpose than that of a residence;
15. Only one non-illuminated nameplate, with a maximum sign face as specified in chapter 21A.46 of this title, stating the name of the business or occupant and mounted flat against the building, shall be allowed;
16. The home occupation shall not cause a demand for municipal or utility services or community facilities in excess of those usually and customarily provided for residential uses; and
17. No direct sales of products are made from the home whether or not incidental to the home occupation.

I have read and understand the above standards and my proposed home occupation will comply with them:

Signature of Applicant _____ **Date** _____



Home Daycare or Preschool

OFFICE USE ONLY

Petition No.:
Date Received:
Reviewed By:

SALT LAKE CITY PLANNING

Address of Subject Property:

Project Name:

Type of Matter to be Considered:

Name of Applicant:

Phone:

Address of Applicant:

E-mail Address of Applicant:

Cell/Fax:

County Tax (sidwell #):

Zoning:

Date of Update:

Type Of Usage:

Existing Property Use:

Proposed Property Use:

Please include with the application:

1. Number of children attending the Home Day Care or Home Preschool:

2. Number of Employees/Staff:

3. Number of Volunteers:

4. Total number to be on the premises daily:

5. Expected maximum number to be on the premises at any given time:

6. Hours and days of operation:

7. Proof of appropriate licensing from the state, where applicable, or basis upon which exemption there from is claimed.

8. The names, addresses, and signatures of recorded property owners abutting the applicant's property and those across the street(s). SEE NEIGHBOR CONSENT FORM

9. **Filing fee of \$110.74 due at time of application.**

File the complete application at:

Salt Lake City Buzz Center
PO Box 145471
451 South State Street, Room 406
Salt Lake City, UT 84115

REGISTERED HOME DAYCARE OR PRESCHOOL

REGISTERED HOME DAYCARE OR PRESCHOOL DEFINED

“Registered Home Daycare or Preschool” is the use of a principal place of residence to provide educational or daycare opportunities for children under the age of 7 in small groups. The group size at any given time shall not exceed 6 children, including the provider’s own children under the age of 7. Registered Home Daycare Or Registered Home Preschool may be allowed as an accessory use, in a FR-1/43,560, FR-2/21,780, FR-3/12,000, R-1/12,000, R-1/7,000, R-1/5,000, SR-1, SR-3, R-2, RMF-30, RMF-35, RMF-45, RMF-75, RB, R-MU and RO Districts as a home occupation special exception pursuant to the provisions of Part V, Chapter 21A.52 of the Zoning Ordinance.

STANDARDS

All residential home daycare or preschools shall be subject to the standards set forth in Part V, Chapter 21A.52.060 of the Salt Lake City Zoning and subject to the following specific standards:

1. The applicant resides at the home in which the business will be conducted;
2. At no time shall the applicant provide home daycare or home preschool services for a group of children exceeding the maximum specified for such facility;
3. The outdoor play area for the home daycare or home preschool shall be located in the rear or side yards of the home for the protection and safety of the children and for the protection of the neighborhood;
4. The use of the home for the services of providing childcare shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character of the home or the neighborhood;
5. The care and supervision of the children shall be conducted in a manner which is not a public nuisance to the neighborhood;
6. There shall be no advertising of such occupation, business or service, no window or other signs or displays;
7. There shall be no employees other than persons lawfully living in the dwelling;
8. There shall be no use of any accessory dwellings for daycare purposes; and
9. There shall be no play or yard equipment located in the front yard.

PROCESS

- The applicant will submit the application with all required information and fees to the Zoning Administrator.
- Staff Report. The Zoning Administrator will then prepare a staff report evaluating the special exception and, unless the special exception has been designated as a routine and uncontested matter, will schedule the petition for a public hearing before the Board of Adjustment.
- Public Hearing. The Board of Adjustment will hold a public hearing on the application. The Board will either: approve the special exception; approve the special exception subject to specific conditions; deny the special exception; or hold the application for additional information.
- Appeal Of Decision: Any party adversely affected by a decision of the Board of Adjustment may appeal that decision to the District Court within 30 days of the date of the decision.

It is recommended that applicants meet with the Zoning Administrator prior to submitting a an application. The office of the Zoning Administrator is located at 451 South State Street, Room 406, Salt Lake City, Utah 84111; telephone number (801) 535-7757.



Neighbor Consent Form

SALT LAKE CITY PLANNING

Applicant:

Subject Address

Matter to be Considered:

1. Please attach a copy of the appropriate form being considered along with the necessary information for your neighbors to review.
2. You need to obtain signatures of approval from all abutting property owners. You may need to obtain signatures of approval from owners of properties across the street. The Planning staff will guide you on which signatures to obtain.

My signature below attests that I have seen the plans and examined the proposal of my neighbor at the address listed above and I have no objection to his/her proposed request. I understand that the Zoning Administrator has authority to grant this request without a public hearing. I understand that if I do not sign this form, my neighbor may elect to have the case heard by the Board of Adjustment where a public hearing will be held. I also understand that anyone aggrieved by a decision of the Zoning Administrator may appeal to the Board of Adjustment within 30 days from the decision.

_____	_____	_____
Print Name and Address	Signature	Date
_____	_____	_____
Print Name and Address	Signature	Date
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Print Name and Address	Signature	Date
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Print Name and Address	Signature	Date
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Print Name and Address	Signature	Date