DEVELOPMENT SERVICES – HOME OCCUPATIONS 5.7.2

HOME OCCUPATION REGISTRATION : SUBMITTAL PROCEDURES & INFORMATION

Business name:		**OFFICE USE ONLY**	
Business address:	Zip code:	Submittal date:	
Applicant name:	Phone:	Received by:	
Owner name & address: (if not applicant):	# of company vehicles:	Project #:	
	Size of driveway (# of cars wide):	Zone district:	
		Approved by:	
Area of home used for business (i.e. basement):		❑ Denied ❑ Approved	Date:
Anticipated # of employees in addition to permanent residents:			
Type of business:		Condition(s) of approval or for denial :	

City of Cheyenne Home Occupation Regulations:

Section 5.7.2 Home Occupations: In districts where home occupations are allowed, they shall meet the following standards in addition to all other lot and building standards for the district.

a. Home occupations include, but are not limited to, arts and crafts-making, tailoring services, one or two-person professional offices, music instruction and wholesale/catalogue sales.

b. Home occupations are intended to allow limited business activity from the home but shall not alter the character of the neighborhood.

c. Additional off-street parking may be required for the home occupation business if more than three clients per day are expected to visit the business. No parking spaces shall be provided in the front yard setback (or within the side yard setback if the property is a corner lot). Where needed additional parking would alter the character of the neighborhood the home occupation shall be prohibited.

d. There shall be no noise, vibration, smoke, dust, odors, heat, or glare noticeable at or beyond the property line.

e. No exterior storage is permitted.

f. Signage will be limited to one sign not more than three square feet in area per home.

g. No retail sales are permitted from the site other than incidental sales related to services provided.

h. Not more than one employee or co-worker other than the permanent resident(s) can work from the site.

i. An "in-home" business operating from a residential dwelling within shall be registered in the home occupation data base, administered through the City Planning and Development Department.

Specific Exclusions. The following businesses shall not be allowed as home occupations: Auto body or mechanical repair, to include any modification, assembly or painting of motor vehicles and repair of internal combustion engines; Massage parlors/technicians; Beauty parlors, nail salons and barber shops; Animal grooming salons and boarding kennels; Body piercing/body art/tattoo art.

I HAVE READ AND ACKNOWLEDGE THE ABOVE-NOTED REQUIREMENTS AND OTHER INFORMATION RELEVANT TO REGISTRATION OF MY HOME OCCUPATION. I HEREBY CERTIFY THAT I AM THE APPLICANT OR AGENT NAMED HEREIN AND THAT I HAVE FAMILIARIZED MYSELF WITH THE RULES AND REGULATIONS WITH RESPECT TO THE FILING OF THIS APPLICATION AND THAT THE FOREGOING STATEMENTS AND ANSWERS CONTAINED ON THIS APPLICATION AND ACCOMPANYING DOCUMENTS ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

PROPERTY OWNER SIGNATURE Date

BUSINESS OWNER SIGNATURE Date

PRINT NAME

PRINT NAME

(Rev.: 01/26/2014 SL)

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