

### Home Occupation Checklist

All submittal materials listed below must be submitted electronically in .pdf format.

- \_\_\_ [Letter of Consent](#) (when applicant role is as tenant).
- \_\_\_ Letter of Request (Project Narrative & [Home Occupation Supplemental](#) Info)
  - \_\_\_ Date of Application.
  - \_\_\_ Owner and Owner’s Representative or Consultant (Addresses, telephone numbers and email)
  - \_\_\_ Site location, dimensions and size of property (in feet and acres), and present zoning.
  - \_\_\_ Project description
  - \_\_\_ Action requested and the reason/purpose for the request.
  - \_\_\_ Existing and proposed facilities, structures, roads, etc.
- \_\_\_ Proof of current ownership by recorded deed.
- \_\_\_ [Site Plan](#)
  - \_\_\_ North Arrow, Written and Graphic Scale at an **even numbered engineer scale (1” = 10’, 20’, 30’, etc.)** - No larger than 11” x 17” in size - Aerial/Google maps will not be accepted
  - \_\_\_ Property Owner’s Name
  - \_\_\_ Address and Legal Description of the Property
  - \_\_\_ Current Zone District
  - \_\_\_ Assessor’s Parcel Number(s)
  - \_\_\_ General Location/Vicinity Map
  - \_\_\_ Platted/Known Easements/Building Setback Lines (as reflected upon the original subdivision plat, if applicable)
  - \_\_\_ Location, Exterior Dimensions and Use Identification of **Proposed Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines
  - \_\_\_ Location, Exterior Dimensions and Use Identification of **ALL Existing Structure(s)** with Four (4) Distances\* from Structure(s) to Front, Sides, & Rear Property Lines and Distance to/Separation between Other Existing Structure(s) &/or Proposed Structure(s)

(\*Note: irregularly shaped lots need to have the four (4) distances depicted perpendicular to the closest property line).

\_\_\_\_\_ Location, Type and Height of Existing and Proposed Fences

\_\_\_\_\_ Road/Street Name(s) Adjacent to Property

\_\_\_\_\_ Certificate of Good Standing and Operating Agreement or Recorded Statement of Authority *(as applicable to LLC property ownership)*.

\_\_\_\_\_ Articles of Incorporation and By Laws *(as applicable for Corporation Property ownership)*.

\_\_\_\_\_ Trust Documents *(as applicable for Trust Property ownership)*.