

**Parowan City**  
**HOME OCCUPATION PERMIT APPLICATION**

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & Address of Applicant \_\_\_\_\_  
\_\_\_\_\_

FEE: **\$50.00** (*this fee includes the first year's business license, if approved*)

\*\*\*\*\*

Check List (*FOR OFFICE USE ONLY*)

Plat Map Received _____	Neighbors letters sent out _____
Site Plan Received _____	Correct P & Z Date _____

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1. What is the proposed home occupation? \_\_\_\_\_  
\_\_\_\_\_
  
2. How many clients will be coming to the home as a result of this application at any one time during a day interval? \_\_\_\_\_  
\_\_\_\_\_
  
3. What provisions are available for off-street parking? \_\_\_\_\_  
\_\_\_\_\_
  
4. What type of equipment, materials, machinery, tools and merchandise stock are involved in the home occupation? \_\_\_\_\_  
\_\_\_\_\_
  
5. What type of modifications to the residential structure are anticipated because of the home occupation? \_\_\_\_\_  
\_\_\_\_\_

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**NOTE: ALL HOME OCCUPATIONS MUST COMPLY WITH THE  
FOLLOWING REQUIREMENTS OF THE PAROWAN CITY  
MUNICIPAL CODE 15.60 (TITLE 15, CHAPTER 60)**

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Each and every one of the following conditions must be observed at all times by the holder of a Home Occupation Permit.

Initial (*Initials signify applicant has read and understood all of the following conditions*)

- \_\_\_\_\_ A. The home occupation will be conducted only by members of the family residing on the premises.
- \_\_\_\_\_ B. The home occupation shall be conducted wholly within the structures on the premises and shall not exceed twenty-five (25) percent of the total ground floor area of the home. The home occupation shall not occupy any area within said structures which is required for off-street parking by the provisions of this Chapter.
- \_\_\_\_\_ C. Inventory and supplies for the home occupation shall not occupy more than fifty (50) percent of the permitted area, or twelve (12) percent of the ground floor area of the home. (15.50.010)
- \_\_\_\_\_ D. Home occupation signs in residential areas are to be no larger than three (3) feet by four (4) feet in area, (not to exceed 1,728 square inches), may be attached to and parallel with the building wall which shall be securely affixed directly to the home's main structure, or posted within 2 feet of the homes' main structure, and shall not be directly illuminated, but rather any light emitted must be by a source which is diffusely reflected. (15.50.010)
- \_\_\_\_\_ E. No display of any kind shall be visible from the exterior of the premises.
- \_\_\_\_\_ F. The home occupation shall not generate pedestrian or commercial traffic in excess of that customarily associated with the zone in which the use is located. Off-street parking shall not exceed that specified for residential lots as noted in PCMC 15.52.
- \_\_\_\_\_ G. There shall be complete conformity with fire, building, plumbing, electrical and health codes and to all state and city laws and ordinances.
- \_\_\_\_\_ H. 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.
- \_\_\_\_\_ I. The home occupation shall not alter the residential character of the premises or unreasonably disturb the peace and quiet, including radio and television reception, of the neighborhood by reason of color, design, materials, construction, lighting, sounds, noises, vibrations, dust, odors, noxious fumes, etc.

- \_\_\_\_\_ J. Any special condition established by the Planning Commission and made of record in the Home Occupation Permit, as it deems necessary to carry out the intent of this Chapter shall be met.
- \_\_\_\_\_ K. All Home Occupation activities which result in reported violations, complaints, or detrimental characteristics which may, in the opinion of the Planning Commission, require termination of said home occupation and revocation of the Home Occupation Permit, shall be subject to a hearing before the Planning Commission.
- \_\_\_\_\_ L. Retail sales on the premises shall be limited to merchandise directly related to the services offered by the home occupation; otherwise, there shall be no delivery or resale to customers of retail merchandise on the premises.
- \_\_\_\_\_ M. Premises shall be subject to inspection by the Planning Commission, after reasonable notice is given with due cause.
- \_\_\_\_\_ N. Any Home Occupation Permit shall be revoked by the Planning Commission upon violation of any requirements of this Chapter, or upon failure to comply with any of the conditions or limitations of the permit, unless such violation is corrected within ten (10) days of receipt of written notice thereof. A permit may be revoked for repeated violations of the requirements of this Chapter, notwithstanding compliance to the violation notice.
- \_\_\_\_\_ O. Applicants for Home Occupation Permits are required to give written notification to all property owners within three hundred (300) feet of the nearest point of the property involved in the pending action. The written notification should describe the location and nature of the proposed home occupation. The notification should be read and signed by the neighboring property owners to attest their understanding of its contents. The signed notifications should be attached to the application for the home occupation permit. Notification may be accomplished in person or by mail.

\*\*\*\* INSTRUCTIONS FOR MAILING NOTIFICATIONS\*\*\*\*

*Please prepare envelope by including:*

- *'Notification to Neighbor' letter (page 5) with top portion completed by applicant*
- *Self-addressed, stamped envelope addressed to "Parowan City, PO Box 576 Parowan UT 84761".*

*Please bring unsealed, prepared letters to Parowan City Office to be mailed. Mailed notices will be given 21 days response time. Notification must be accomplished at the applicant's expense.*

**APPLICANT'S AFFIDAVIT**

I, (print name) \_\_\_\_\_ being duly sworn, depose and say that I am the **OWNER\*** or authorized agent of the owner of the property involved in the attached application and that the statements and answers therein contained in the information provided in the attached plans and other exhibits present thoroughly, to the best of my ability, the argument in behalf of the application herewith requested and that the statements and information above-referred to are in all respects true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Property Owner or Agent

*\*May be owner of record, contract owner, party of valid earnest money agreement, option to hold or have other legal control of the property.*

**Procedure for Approving Home Occupation Permit:** The Parowan City Building Administrator shall review each home occupation application for a home occupation permit and determine if it complies with all City criteria. Upon review of the same, the Building Administrator may approve of said home occupation permit, without further review, if (1) the Building Administrator determines that the application complies with all City requirements, (2) the applicant is not protested by any party within 300 feet of the applicant's property; and (3) the Building Administrator does not have any concerns regarding the Home Occupation Permit. The Building Administrator may issue a Home Occupation Permit subject to any conditions attached thereto, and any time limitations imposed thereon. In the event that a home occupation permit is denied or referred to the Parowan City Planning Commission by the Building Administrator, requires restrictions which the applicant disputes, or is protested by any property owner within 300 feet of the applicant, then the applicant shall be referred to the Parowan City Planning and Zoning Commission for approval.

Special Conditions for approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Approval by Building Administrator/Planning & Zoning Board:

The above Home Occupation Permit was approved/denied by Zoning Administrator/Planning & Zoning on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Planning & Zoning Chairman

**APPLICANT ACKNOWLEDGES RECEIPT OF APPROVAL/DENIAL AND SPECIAL CONDITIONS OF THIS HOME OCCUPATION PERMIT.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**REQUEST FOR HOME OCCUPATION PERMIT  
NOTIFICATION TO NEIGHBORS**

I am writing to inform you that I have applied for a Home Occupation Permit for the following:

Nature of Business: \_\_\_\_\_

Located at: \_\_\_\_\_

If you have any questions, comments, or concerns regarding this request for a Home Occupation Permit, please feel free to attend the meeting or write any comments below. Your input is appreciated.

DATED \_\_\_\_\_ , \_\_\_\_\_

\_\_\_\_\_  
Applicant

I have been informed of the above applicant's request for a Home Occupation Permit.

Comments (if any) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Neighbor (Print Name)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*\*If application is submitted for approval at Planning Commission, you will be notified by applicant.*