



CITY OF EAGLE

660 E. Civic Lane, Eagle, ID 83616
Phone #: (208) 939-0227 Fax #: (208) 938-3854

HOME OCCUPATION PERMIT APPLICATION

FILE NO.: _____ FEE: _____

CROSS REF. FILES: _____

APPLICANT: _____ PHONE: _____

OWNER PURCHASER TENANT

APPLICANT ADDRESS: _____

APPLICANT EMAIL: _____

OWNER: _____ PHONE: _____

OWNER ADDRESS: _____

OWNER EMAIL: _____

DISTANCE FROM MAJOR CROSS STREET: _____ STREET NAME: _____

PARCEL NUMBER: _____

(APPLICANT TO VERIFY WITH ADA COUNTY ASSESSOR)

TYPE OF HOME OCCUPATION: _____

NUMBER OF INDIVIDUALS (OTHER THAN MEMBERS OF THE FAMILY) INVOLVED WITH HOME OCCUPATION: _____

WILL THE HOME OCCUPATION INVOLVE CLIENTS ENTERING THE PROPERTY/RESIDENCE:

SITE DATA	
Total Square Footage of Floor Area of Dwelling:	
Percentage of Floor Area Devoted to Home Occupation:	
Number of Parking Spaces (excluding spaces for residents of dwelling):	

Application Submittal Requirements

- | Applicant
Use | | Staff
Use |
|------------------|--|--------------------------|
| 1. | <input type="checkbox"/> Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months | <input type="checkbox"/> |
| 2. | <input type="checkbox"/> A complete Home Occupation Application form (it is the applicant's responsibility to use a current application). | <input type="checkbox"/> |
| 3. | <input type="checkbox"/> A written narrative addressing how the home occupation conforms to each standard below in the order outlined "A" through "G".
<ul style="list-style-type: none">A. No more than one person other than members of the family residing on the premises shall be engaged in such occupation;B. The use of the dwelling unit for the home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupants, and not more than twenty five percent (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation;C. There shall be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation;D. No significant traffic shall be generated by such home occupation and any need for parking generated by the conduct of such home occupation shall meet the off street parking requirements as specified in chapter 4 this title, and shall not be located in a required front yard;E. No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence, or outside the dwelling unit if conducted in other than a single-family residence. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises or cause fluctuations in line voltage off the premises;F. No storage of materials or supplies outdoors; andG. It shall not involve the use of signs and/or structures other than those permitted in the district of which it is a part. | <input type="checkbox"/> |
| 4. | <input type="checkbox"/> One (1) 8 1/2" x 11" floor plan that includes size and types of interior spaces. | <input type="checkbox"/> |
| 5. | <input type="checkbox"/> Copy of Deed; and, if the applicant is not the owner, an original notarized statement (affidavit of legal interest) from the owner stating the applicant is authorized to submit this application. | |

- 6. Photographs of the site and adjacent and nearby properties, to street intersections. The purpose of these photos is to view the site for existing features and adjacent sites.
- 7. Any additional information to aid in understanding the home occupation.

IF THE ZONING ADMINISTRATOR DETERMINES THAT ADDITIONAL AND/OR REVISED INFORMATION IS NEEDED, AND/OR IF OTHER UNFORSEEN CIRCUMSTANCES ARISE, THE PROCESSING OF THE APPLICATION MAY BE DELAYED.

Eagle City Code Section 1-7-4 (A) states, "Fee Schedule Established: The city clerk or their designee, at the time of the filing of a land use application, petition, or receipt of an area of impact referral, shall collect the fee and/or deposit established by resolution of the city council together with a deposit for any direct costs incurred by the city to review such requests by architects, engineers, attorneys, or other professionals necessary to enable the city to process said application, petition, or referral in an informed manner." Direct costs, as underlined in 1-7-4 (A) above, shall be required to be paid by the applicant in a time frame to be determined by the City Policy for Collection and Enforcement of Deposits and Fees for Land Use Action as approved and adopted by the Eagle City Council.

NOTE: The processing of an application shall be delayed or stopped if deposit balances and direct costs are not reimbursed as required in accordance with the adopted policy.

I consent to this application, I certify this information is correct, and allow Planning and Zoning staff to enter the property for related site inspections. I agree and indemnify, defend and hold the City of Eagle and its employees harmless from any claim or liability resulting from any dispute as to the statements contained in this application or as to the ownership of the property, which is the subject of the application. Furthermore, I understand that if I cannot meet the standards shown above the City will not allow my home occupation to continue.

"Regulatory Taking Notice: Applicant has the right, pursuant to section 67-8003, Idaho Code, to request a regulatory taking analysis."

Signature of Applicant _____ Date _____

Printed name of Applicant _____ Date _____

City staff comments: _____

Signature of receipt by City staff _____ Date _____

