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# HOME OCCUPATION WAIVER SUBMITTAL CHECKLIST AND ADDITIONAL INFORMATION

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**The following checklist AND information need to be completed. All items listed on the checklist must accompany the completed application.**

## **PERMITTED WAIVER(S)**

The City of Eagle Zoning Administrator shall have the authority to review and decide on waiver applications in accordance with 8-3-5 (L)(5) Eagle City Code.

## **APPEALS**

If the waiver(s) application is denied, the decision may be appealed in accordance with 8-7-4-1 Eagle City Code. Appeals to the council concerning interpretation or administration of this title may be taken by any person aggrieved or by any officer or bureau of the legislative authority affected by any decision of the administrator. Such appeal shall be taken within twenty (20) days after the decision of the administrator by filing with the administrator and with the council a notice of appeal specifying the grounds upon which the appeal is being taken. If no appeal is submitted, the decision is final.

## **SUPPORTING EVIDENCE DESCRIPTION**

Please cite specific evidence to address how the Home Occupation meets the above checked findings. Please attach additional sheets if more space is need.

**Please check each item being submitted with the application:**

- | Applicant<br>Use         | STAFF<br>USE             |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Date of pre-application meeting: _____ Note: Pre-applications are valid for a period of three (3) months. A submittal meeting is required prior to the cut-off date and receipt of this application.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete Master Land Use Application form (it is the applicant's responsibility to use a current application). Application must be single sided, double sided application will not be accepted.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Notarized statement (Affidavit of Legal Interest) from the owner stating the applicant is authorized to submit this application if the Signatory on this application is not the owner of the property.  |
| <input type="checkbox"/> | <input type="checkbox"/> | A written statement describing the home occupation, types of services provided, hours/days of operation, number and amount of deliveries to the home occupation, number of daily clients at the home occupation, methods of storage, etc.   |
| <input type="checkbox"/> | <input type="checkbox"/> | A written statement of justification addressing the nature of and reason for the waiver(s) request. Include in the justification letter information demonstrating how the home occupation will comply with each of the following: <ul style="list-style-type: none"><li><input type="checkbox"/> The Home Occupation will be designed, constructed, operated, and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.</li><li><input type="checkbox"/> The Home Occupation will not be hazardous or disturbing to existing or future neighborhood use.;</li><li><input type="checkbox"/> The Home Occupation will be compatible with the scale and design of the structures and overall existing development pattern of the surrounding area.</li><li><input type="checkbox"/> The Home Occupation will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.</li></ul> |
| <input type="checkbox"/> | <input type="checkbox"/> | Any additional information to aid in understanding the project.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Payment of application fees. Please submit the <a href="#">Planning and Zoning Application Fee Calculation Request Form</a> a minimum of two (2) working days prior to application submittal to confirm required application fees.  |