



Date Application Submitted:
Date shall be stamped as received by the
CITY OF KING

King City, California
HOME OCCUPATION PERMIT APPLICATION CHECKLIST

"Home occupation" as defined in Title 17.04, Section 17.04.250 (Definitions), are uses that generally do not interrupt or interfere with the general nature or residential character of the residential neighborhood in which they are located. All home occupations must comply with the Performance Standards in Title 17.77. Prior to issuance of the Home Occupation Permit and issuance of a business license, applicant shall sign and date the attached Agreement acknowledging the performance standards imposed by Title 17.77.

Applicant _____ Project Name _____

To ensure that your application is complete and to avoid delays, please provide all information requested below that is applicable to your project and provide a copy of the completed checklist with your application. If you have any questions, contact the Community Development Department.

- Completed & signed *General Application Form*
- If an applicant is **not** the owner of the property where a home occupation is to be conducted, then a *signed statement from the owner* approving such use of the dwelling **must** be submitted with the application.
- All *applicable fees* (see City Fee Schedule)
- Hazardous Waste Site Declaration Sheet*
- One (1) set of mailing labels including the names and addresses of all property owners within 300-foot radius of the proposed business's site boundary. A location map, list of names and addresses of property owners and radius map showing all parcels within 300-radius of property can be provided by any title company.
- Stamp and place labels on each letter size envelopes: One (1) stamped and labeled (4 1/8 x 9 1/2) letter-size envelope for each property identified. The names and addresses of owners can be obtained from a title company.
- Five (5) copies: **Accurate and detailed description of the proposed use**, including, but not limited to, the location for the storage of materials and equipment, total square footage to be utilized for the home occupation, and number of students (if instruction is involved).
 - Complete Project Description:**
 - All proposed activities* to be conducted on the property
 - All materials/equipment* used in business
 - Location* for the *storage* of materials and equipment
 - How are products/materials *delivered to residence* (include frequency of deliveries)
 - How are products *distributed or services provided* to customers
 - Total square footage of the home*
 - Total square footage to be utilized for the home occupation*

Please note that other information may be required by the City Manager, or designee, if necessary.



GENERAL APPLICATION FORM

(SUBMITTED WITH ALL APPLICATIONS)

City of King City * Community Development Department

212 S. Vanderhurst Avenue * King City, CA 93930

831.385.3281(phone) * 831.385.9053 (fax)

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Type of Application: NEW AMENDMENT (PLEASE PROVIDE DATE OF PREVIOUS APPROVAL)

<input type="checkbox"/> Pre-Application Review (PRE-APP)	<input type="checkbox"/> General Plan Amendment (GPA)	<input type="checkbox"/> Development Agreement (DA)
<input type="checkbox"/> Sign Permit (SN)	<input type="checkbox"/> Change of Zone (ZC) <input type="checkbox"/> Pre-Zoning (PZ)	<input type="checkbox"/> Memorandum of Understanding (MOU)
<input type="checkbox"/> Landscape Permit (LP)	<input type="checkbox"/> Planned Development (PD)	<input type="checkbox"/> Annexation
<input type="checkbox"/> Conditional Use Permit (CUP)	<input type="checkbox"/> Tentative Tract Map (TM) <input type="checkbox"/> Vesting Tentative Tract Map (VTM)	<input type="checkbox"/> Sphere of Influence Amendment (SOI)
<input type="checkbox"/> Architectural Review (AR)	<input type="checkbox"/> Parcel Map (PM)	<input type="checkbox"/> Specific Plan (SP)
<input type="checkbox"/> Variance (VAR)	<input type="checkbox"/> Lot Line Adjustment (LLA)	<input type="checkbox"/> Other Application(s):
<input type="checkbox"/> Plot Plan Review (PPR)	<input type="checkbox"/> Home Occupation Permit (HOP)	

Applicant Name: _____ Telephone No.: _____

Business/Organization Name: _____ Fax No.: _____

Mailing Address: _____ email: _____

Architect/Engineer/Representative: _____ Telephone No.: _____

PROJECT SPECIFIC INFORMATION

Property Owner Name: _____ Assessor Parcel Number(s): _____

Project Location/Address: _____ Existing Use(s): _____

Existing Zoning: _____ Existing General Plan Designation: _____

Adjacent General Plan Designations: N _____ S _____ E _____ W _____

Adjacent Zoning: N _____ S _____ E _____ W _____

Adjacent Uses: N _____ S _____ E _____ W _____

The undersigned applicant affirms that all information contained with this application is true and accurate and that the applicant is authorized to make such application to the City of King. Additionally, the undersigned applicant understands and agrees that the application fee is a deposit and the application is processed on a time and materials basis. By signing this application, the undersigned applicant agrees to all statutory processing time periods (e.g., Permit Streamlining Act) and understands that if the deposit is depleted and an additional deposit is not made to the City Finance Department, the City will suspend processing the application until said deposit is made with the City Finance Department.

Applicant Signature: _____ Date: _____

Title: _____

If the applicant is not the property owner, the property owner must either sign below or provide written authorization for the applicant to act on his/her behalf.

Property Owner (Please Print): _____ Date: _____

Property Owner Signature _____

Please refer to the *City Fee Schedule* and project specific *Checklist* for additional submittal requirements.

HAZARDOUS WASTE SITE AFFIDAVIT

I, _____ (property owner, agent, etc.) hereby certify that I have read and understand California Government Code Section 65962.5 (reprinted on reverse side) and hereby confirm that the proposed project to be located at (is*) (is not) contained on the hazardous site lists as prepared by the State Department of Health Services, State Water Resources Board and the California Waste Management Board.

I certify, under penalty of perjury, that the foregoing is true and correct.

Signature _____

Name: _____

Address: _____

Phone: _____

Email: _____

Check one:

Agent Owner Other

Date: _____

Application No. : _____

*If the project site is on one of the lists specified by California Government Code §65962.5, a statement must be submitted with your application indicating which list the site is on and what corrective measures will be taken to remove the site from the state list.

CAL. GOVERNMENT CODE §65962.5

65962.5. (a) The Department of Toxic Substances Control shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All hazardous waste facilities subject to corrective action pursuant to Section 25187.5 of the Health and Safety Code.

(2) All land designated as hazardous waste property or border zone property pursuant to Article 11 (commencing with Section 25220) of Chapter 6.5 of Division 20 of the Health and Safety Code.

(3) All information received by the Department of Toxic Substances Control pursuant to Section 25242 of the Health and Safety Code on hazardous waste disposals on public land.

(4) All sites listed pursuant to Section 25356 of the Health and Safety Code.

(5) All sites included in the Abandoned Site Assessment Program.

(b) The State Department of Health Services shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all public drinking water wells that contain detectable levels of organic contaminants and that are subject to water analysis pursuant to Section 116395 of the Health and Safety Code.

(c) The State Water Resources Control Board shall compile and update as appropriate, but at least annually, and shall submit to the Secretary for Environmental Protection, a list of all of the following:

(1) All underground storage tanks for which an unauthorized release report is filed pursuant to Section 25295 of the Health and Safety Code.

(2) All solid waste disposal facilities from which there is a migration of hazardous waste and for which a California regional water quality control board has notified the Department of Toxic Substances Control pursuant to subdivision (e) of Section 13273 of the Water Code.

(3) All cease and desist orders issued after January 1, 1986, pursuant to Section 13301 of the Water Code, and all cleanup or abatement orders issued after January 1, 1986, pursuant to Section 13304 of the Water Code, that concern the discharge of wastes that are hazardous materials.

(d) The local enforcement agency, as designated pursuant to Section 18051 of Title 14 of the California Code of Regulations, shall compile as appropriate, but at least annually, and shall submit to the California Integrated Waste Management Board, a list of all solid waste disposal facilities from which there is a known migration of hazardous waste. The California Integrated Waste Management Board shall compile the local lists into a statewide list, which shall be submitted to the Secretary for Environmental Protection and shall be available to any person who requests the information.

(e) The Secretary for Environmental Protection shall consolidate the information submitted pursuant to this section and distribute it in a timely fashion to each city and county in which sites on the lists are located. The secretary shall distribute the information to any other person upon request. The secretary may charge a reasonable fee to persons requesting the information, other than cities, counties, or cities and counties, to

cover the cost of developing, maintaining, and reproducing and distributing the information.

(f) Before a lead agency accepts as complete an application for any development project which will be used by any person, the applicant shall consult the lists sent to the appropriate city or county and shall submit a signed statement to the local agency indicating whether the project and any alternatives are located on a site that is included on any of the lists compiled pursuant to this section and shall specify any list. If the site is included on a list, and the list is not specified on the statement, the lead agency shall notify the applicant pursuant to Section 65943. The statement shall read as follows:

HAZARDOUS WASTE AND SUBSTANCES STATEMENT

The development project and any alternatives proposed in this application are contained on the lists compiled pursuant to Section 65962.5 of the Government Code. Accordingly, the project applicant is required to submit a signed statement that contains the following information:

Name of applicant: Address: Phone number: Address of site (street name and number if available, and ZIP Code): Local agency (city/county): Assessor's book, page, and parcel number: Specify any list pursuant to Section 65962.5 of the Government Code:
Regulatory identification number: Date of list:

Applicant, Date

(g) The changes made to this section by the act amending this section, that takes effect January 1, 1992, apply only to projects for which applications have not been deemed complete on or before January 1, 1992, pursuant to Section 65943.



HOP Performance Standards Agreement

Purpose:

Encourage and promote efforts to reduce traffic congestion and the generation of pollutants. Maintain the residential neighborhood character.

- 1.) The use of the dwelling for such home occupation shall be clearly incidental and subordinate to its use for residential purposes by its inhabitants.
- 2.) No persons, other than members of the family who reside on the premises, shall be engaged in such activity.
- 3.) There shall be no change in the outward appearance of the building or premises or other visible evidence of the activity. There shall be no window display or outdoor storage of materials or supplies associated with the home occupations (Storage may be in storage shed no greater in size than one hundred twenty square feet.
- 4.) The use shall not allow customers or clientele to regularly visit dwellings. However, incidental visits may be permitted, such as, but not limited to music lessons, if approved by the city manager, or designee.
- 5.) No equipment or processes shall be used on the subject property that creates noise, smoke, glare, fumes, odor, vibration, electrical, radio, or television interference disruptive to surrounding properties.
- 6.) No home occupation shall be conducted in a garage. The garage must be kept clear for the parking of vehicles at all times.
- 7.) The use shall not involve storage of materials or supplies in a garage or outside any structure.
- 8.) No signs shall be displayed in conjunction with the home occupation, and there shall be no adverting using the home address.
- 9.) A home occupation permit is not valid until a current city business license is obtained.
- 10.) A home occupation shall not occupy more than 25% of gross floor area of ground floor.
- 11.) Only resident passenger vehicles shall be kept in the resident. Commercial vehicles for delivery of materials shall not be in a manner different from normal residential usage.
- 12.) No utility services to the dwelling shall be modified solely to accommodate a home occupation unless the proper permits and clearances are obtained from the King City Building Department.

The undersigned applicant affirms and agrees to the above listed performance standards. The undersigned acknowledges the performance standards and any Conditions of Approval imposed by Title 17.77 and promises to abide by such standards. Violations of any performance standards listed in Title 17.77.040, may be subject to the fines and penalties as established by resolution of the City Council and/or permit revocation pursuant to the provisions of Chapter 17.02.080 & Chapter 1.04.010, and Chapter 5.16.010, 5.24.010 of the City of King Municipal Code.

Applicant Signature

Date

City Manager or Designee Approval

Date