



Major Home Occupation Checklist & Application

*Please refer to Washington County Code Title 10, Chapter 18.
All Conditional Use Permit Applications must meet the applicable
requirements of local, state, and federal law.*

Deadline for applications is the last Tuesday of each month, completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at staff level.

For this application to be considered, the applicant will need to provide the following (*incomplete applications will be rejected*):

1. Fully completed application form.
2. Applicable fees.
3. Proof of property ownership (i.e., copy of property deed or current tax statement) or if renting - a notarized, signed consent letter from property owner or property manager.
4. Provide a description of your business and its product/services, provide the business objectives, strategies (i.e. sales and marketing) and how they will be achieved. Include business growth goals and a time frame.
5. Provide an accurate description of estimated traffic, on and off-street parking and deliveries from commercial suppliers.
6. Provide plans and measures you would put in place to mitigate any noise, fumes, dust, lighting, traffic and additional off-street parking. Give a statement on how these factors will affect the residential character of your neighborhood.
7. Provide a Site Plan with the following:
 - i. Overview of property showing the property lines showing distances from existing buildings.
 - ii. Show placement of all buildings on the property and distances from each other.
 - iii. Show parking area where business vehicles and any equipment will be parked or stored. If stored in a building, indicate which building.
8. Indicate on the site map placements of any fences or sight obscuring fences/walls surrounding property.
9. Provide photos of ALL vehicles and any large equipment or machinery used for the business.

After all necessary documents and application are submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff at their monthly meeting held on the 1st Tuesday of each month at 9:30 a.m. in the Community Development Conference Room.

If approved at the Joint Utility Development Meeting, the Major Home Occupation Application will be added to the next available Planning Commission Agenda. The Planning Commission meets on the 2nd Tuesday of each month at 1:30 pm in the Commission Chambers. The Planning Commission is the Land Use Authority for this application.



COMMUNITY DEVELOPMENT

APPLICATION (You may add additional pages if needed)			
Applicant:		Contact #:	Email:
Name of Business (Name must be registered with the State of Utah):			
Hours of Operation:		Property Address:	
		Owns Property ☐ Rents Property ☐	
Parcel #:	Zone:	Acreage:	
Utah Business Entity #:		Utah State Sales Tax (If applicable):	
Federal Tax # (If applicable):		Utah State DOPL License # (If applicable):	
Will you have employees other than the owner(s)?		How many employees?	
Will customers be coming to your property?	Yes ☐ No ☐	If not, explain:	
Will you be receiving business deliveries to the property?	Yes ☐ No ☐	Daily ☐ Weekly ☐ Bi-Monthly ☐ Monthly ☐	
Will there be any storage of equipment other than working vehicles outside?	Yes ☐ No ☐	If yes, what type of equipment and quantity? e.g. Trailer(s) – how many?	
What storage measures will you put in place to ensure that large business-related equipment maintains the residential 'feel' and character of your neighborhood? (if applicable)			
I certify that I am signing this application form as a major home occupation business applicant. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I certify that I will notify Washington County when my business outgrows the home base. I understand that all checklist items required by Washington County need to be submitted prior to having this matter processed. I understand that County Staff may conduct site visits at any reasonable time to determine current and continuing eligibility and compliance.			
Applicant signature:			Date:
OFFICE USE ONLY			
Application Fee:			\$50.00
Cash / Check / CC	Receipt #:	Date Paid:	
COMMUNITY DEVELOPMENT DEPARTMENT ONLY			
Verified By:	Approved ☐ Declined ☐	Staff Signature:	
		Date:	



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www.washco.utah.gov/services-resources/privacy-policy

10-4-1: Definition of Major Home Occupation

B. Major Home Occupation:

- 1) A major home occupation is:
 - a) A use that may introduce minimal increases in noise, fumes, dust, lighting, and traffic into the neighborhood but allows the residential character of the neighborhood to be maintained;
 - b) Performed by the homeowner, the family of the homeowner (e.g., children, parents, siblings, grandchildren, grandparents, nieces, nephews, aunts, or uncles), and:
 - i. Generally, up to one other employee on the property at a time; however,
 - ii. If the nature of the home occupation does not bring clientele to the premises, then up to three other employees may be on the property at a time; additionally,
 - iii. There is no limit on the number of employees permitted for daycares and preschools; and
 - c) Meets the criteria in section 10-26-2 of this title.
- 2) As long as the above requirements are met, the following are examples of major home occupations:
 - a) Auto detailing;
 - b) Auto repair on a lot or parcel, but not if it is in a recorded subdivision;
 - c) Carpet or upholstery cleaning;
 - d) Contractors;
 - e) Dance lessons with more than eight (8) but less than twelve (12) students at a time;
 - f) Daycares with more than eight (8) but less than twelve (12) children at a time;
 - g) Game meat processing;
 - h) Lawn and yard care;
 - i) Multiple chair beauty parlors and barbershops;
 - j) Pest and weed control services;
 - k) Preschools with more than eight (8) but less than twelve (12) students at a time (excluding children that live on the property);
 - l) Swim lessons with more than eight (8) students at a time but less than twelve (12) at a time (excluding children that live on the property); and
 - m) Taxidermy.

Title 10-26-2 reads as follows:

10-26-2: MAJOR HOME OCCUPATIONS:

The following are requirements of major home occupations:

- A. No storage or display of goods shall be visible from outside the dwelling, attached garage, or accessory building, except vehicles in running order. If any storage, except vehicles in running order, occurs outside of an enclosed building, the yard or the area where storage occurs shall be surrounded by a sight-obscuring fence or wall of not less than six feet (6') in height. Nothing shall be stored to a height greater than the sight obscuring fence or wall.
- B. The home occupation shall provide an additional off-street parking area reasonably adequate to accommodate needs created by the home occupation.
- C. The business owner must provide an accurate description of estimated traffic, on and off- street parking, and deliveries from commercial suppliers.
- D. When a business license application involving a major home occupation is initially sought (for the first time) or is sought for renewal after a significant change to the home occupation (typically growth of the business activity), then the application must be reviewed by the County Planning Commission to ensure compliance with this title. Otherwise, business license renewals for major home occupations shall be reviewed by the Community Development Department.



(Ord. 2018-1120-0, 8-21-2018)

10-4-1: Definition of Residential Character:

The characteristics of a neighborhood that make it residential, i.e., having the feel of being a neighborhood, as opposed to an area that has a commercial, industrial, or manufacturing feel. These characteristics include, but are not limited to, the intent of the zone, with careful consideration being given to the permitted and conditional uses allowed within the zone; the population density of the surrounding area; safety, with particular weight being given to the safety of children residing nearby; peace-fulness that is consistent with a residential area; whether the home occupation is one generally conducted within a residential neighborhood; low traffic density; and any other factor that may impact the quality of life that is customary within the neighborhood.

10-18-5: Development Plan:

- A. Notice; Meeting: The applicant will post in an easily accessible, conspicuous location on the property of the proposed conditional use, a notice seven (7) days prior to the meeting. The sign shall be two (2) sided, viewed coming and going for inspection by the public, directing the public to contact the planning office or access the Washington County website for information regarding the proposed conditional use. The notice will be posted in such a manner as to be legible through the date of the meeting, being like a professional real estate sign, not less than eighteen inches by twenty-four inches (18" x 24") or does not exceed thirty-two (32) square feet as referenced in subsection 10-19-3A3, "Temporary Sign", of this title.
 1. A copy of template for the notice and instruction will be provided by staff.
 2. Proof of posting property by submitting a photograph will be required for the staff meeting held one week preceding the meeting date.
 3. Removal of the notice by the applicant shall be within ten (10) days after the land use authority meeting. (Ord. 2012-1026-0, 12-18-2012)