



PLZ# _____
Permit # _____
Date _____

Application

Conditional Use - Home Occupation

A. Name of Proposed Business _____

Applicants Name: _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Mobile # _____

E-mail Address _____

B. Project Information

1. Description of proposed business _____

C. Please Answer the Following Questions Related to Your Proposed Business

1. Are there other Home Occupations on site? Yes / No
2. How many employees will work at your home? _____
3. Will there be any noise, vibrations or toxins in connection with this business? Yes / No
If yes, please describe _____
4. Where will most of the business be conducted? _____
5. Will there be a need for on-site storage? Yes / No Type of storage? _____
Where will it be located? _____
6. How many visitors per day do you expect to have in connection with this business? _____
Is the number of visitors all at once or at different times during the day? (If at different times during the day, please explain) _____

7. How many cars will come and go per day in relation to your business? _____
Where will they park? _____
8. How many deliveries per week do you expect to have in connection with this business? _____
9. Will your business include producing food products, ammunition, explosives, caustic materials or storing animals (This relates only to products actually *made* on site)? Yes / No
If yes, please explain: _____
10. Will you have any vehicles that pertain to your business on site? Yes / No
If yes, where will they be stored? _____

Applicant's Signature

Date

CONDITIONAL USE HOME OCCUPATION APPLICATION CHECKLIST

To be completed prior to acceptance of application

Project Name: _____

Pre-Application Conference

Date ____/____/____ Staff Initial _____

Complete Application Items

- Application Form Completed and Signed by Applicant
- Ownership Affidavit Signed and Notarized
- Mailing Label Set - Address Labels of Legal Property Owners within three hundred (300) feet of your property. **Labels must be obtained from the SL County Recorder's Office.**

***The Salt Lake County Recorder's Office is located at:
2001 South State Street, Room N1600
Salt Lake City, Utah (801) 468-3391***

Required Maps and Drawings

(1) One copy of the following:

- Site Plan - Drawing indicating: building dimensions, lot dimensions, area(s) to be utilized for the home occupation, access to interior areas for public use (doors, windows), restrooms for public use, driveway and parking areas, open ditches and canals, existing fencing or location of proposed fencing.
- Additional Drawings (As Required)

Application Fees

Conditional Use Home Occupation		\$175.00
Newspaper Advertising (If Required for Public Hearing)		\$75.00
Mail Processing Fee @ \$.50 <i>per address</i>	\$.50 x _____	
Total		

Application received by: Staff Initial _____ Date ____/____/____

NOTES:

Please refer to Riverton City Ordinance [Chapter 18.190](#), Home Occupations, for the complete terms of a home occupation.

Riverton City Use Only

DRC _____ PC _____

*****You will receive a letter following the Planning Commission meeting providing status of your application*****

OWNERSHIP AFFIDAVIT

PROPERTY OWNER

I/we, _____, _____ being duly sworn, depose and say that I/we am/are the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my/our knowledge. I/we also acknowledge that I/we have received written instructions regarding the application for which I/we am/are applying and understand that the attached application will be required to comply with any and all applicable standards and ordinances of Riverton City.

(Property Owner)

(Property Owner)

Dated this ___ day of _____, 20__, personally appeared before me _____, _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in _____ County, Utah

AGENT AUTHORIZATION (If application will be in the name of someone other than the Owner(s))

I/we, _____, _____, the owner(s) of the real property described in the attached application, do authorize as my/our agent(s)

(Agent)

to represent me/us regarding the attached application and to appear on my/our behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application, and will comply with any and all applicable standards and ordinances of Riverton City.

(Property Owner)

(Property Owner)

Dated this ___ day of _____, 20__, personally appeared before me _____, _____, the signer(s) of the agent authorization who duly acknowledged to me that they executed the same.

(Notary)
Residing in _____ County, Utah