

Home Based Business Conditions of Approval

For instructions, please see instruction form for Home Based Business. If you do not understand any of the conditions listed below, or the instructions attached, please call Planning Department at (719) 553-2259 or visit us at 211 East D Street.

Business Address: _____

Will customers or clients come to your home? Yes No

If yes, please stop and call the Planning and Community Development Department. You will need a Special Use Permit to allow customers or clients at your home.

Conditions of Approval

Please initial each line below stating that you agree and understand each condition. If the proposed home based business does not or cannot comply with the conditions listed below, please call or visit the Planning Department.

1. _____ Customers or clients are not allowed to do business at the home.
2. _____ On-site sale of materials or supplies is not allowed.
3. _____ Only members of the family that reside at the home may be involved in the business.
4. _____ Business related changes to the outside appearance to the home are not allowed.
5. _____ The use of a garage, shed, or other accessory structure cannot be used as your office, but may only be used for storage of items normally found at a home (i.e. a lawn mower, but not 2 lawn mowers; a ladder, but not scaffolding)
6. _____ Outside storage, display or work associated with the business is not allowed.
7. _____ There shall be no visual indication of a business being conducted on the premises.
8. _____ Signs are only allowed on a vehicle, and must be no larger than 2' x 2'. Other signage at the home is not allowed.
9. _____ Commercial vehicles cannot be stored or parked at the residence, unless loading or unloading.
10. _____ Activity that disrupts the neighborhood not allowed (i.e. noise, vibration, glare, fumes, odors, electrical interference).
11. _____ The primary use of the home must still be a place to live. The secondary use may be a business so long as not more than twenty-five percent (25%) of the net floor area of the home is used for the business.

12. Are you producing small, hobby-type craft items for sale off-site? Yes No

If yes, list the type of items being produced: _____

13. Are any chemicals used for the business being used or stored at the home? Yes No

If yes, the Fire Department must approve the chemicals used:

Fire Department Signature

Date

14. Property Owner Acknowledgement:

As the owner of the property, by signing below, I authorize the use of the property as a Home Based Business.

Print Name

Signature

Date

15. Business Applicant Acknowledgement:

I, hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct, and that I agree and understand all Conditions of Approved initialed above.

Print Name

Signature

Date

City Use Only

16. Planning and Community Development Department Approval:

By signing below, the Planning and Community Development Department is approving the proposed home based business. Once approved, a copy of the approval will be provided to the applicant.

Approval Signature

Date