



Town of Ross

Planning Department

Post Office Box 320, Ross, CA 94957

Phone (415) 453-1453, Ext. 121

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HOME OCCUPATION - HOME BUSINESS APPLICATION

Legal Owner of Parcel _____

Mailing Address _____

City _____ *State* _____ *ZIP* _____

Home Phone _____ *Business Phone* _____

Fax _____ *Email* _____

Assessor's Parcel Number _____

Parcel Address _____

Applicant (If not owner) _____

Mailing Address _____

City _____ *State* _____ *ZIP* _____

Home Phone _____ *Business Phone* _____

Fax _____ *Email* _____

Proposed Use

A Home Occupation Permit or Home Business Use Permit is hereby requested to permit the following (Continued on next page):

Work days and hours_____

Please see attached fact sheet for fees. Applicant will be billed for any additional Town Consultants' time in excess of base fee amounts. A completed application accompanied by the filing fee is necessary for consideration of any permit request. In any case where a permit has not been used within one year after the date of granting thereof, then without further action the use permit shall be null and void.

Home Business

In granting a home business use permit under the provisions of this chapter, the Town Council shall designate such conditions in connection therewith, as will, in its opinion, secure substantially the objectives of protection to the public welfare and property or improvements as hereinbefore set forth.

Mandatory Findings

Home Occupation

In granting a home occupation permit the Planning Director must find that the proposed home occupation meets each of the following criteria:

1. The use is clearly incidental and secondary to the use of the dwelling for dwelling purposes;
2. The use is confined completely within a legal dwelling and occupies not more than twenty-five percent (25%) of the floor space of the dwelling or a portion of an accessory building;
3. The use is carried on by members of the family occupying the dwelling, with no other people employed on-site;
4. There shall be no advertising sign, nor display, nor stock in trade, nor commodity sold on the premises;
5. There shall be no activity outside of the dwelling not normally associated with residential use, nor shall the home occupation generate a character and volume of vehicular traffic not normally associated with residential use;
6. No garaging nor storing of vehicles bearing any advertising related to the home occupation shall be permitted, nor shall any type of commercial vehicle be used in connection with the home occupation or be parked on the property;
7. A home occupation shall not create excessive parking at the location, nor shall it displace any off-street motor vehicle parking space required by the Town;
8. No professional offices are allowed, specifically including, but not limited to: the healing arts, law, accounting, real estate, clergy, insurance, and similar professional or semiprofessional offices;
9. No listing or advertising of the address of such home occupation for business purposes is permitted except normal listing, not including display ads, in telephone, business and town directories, and in newspapers and magazines.
10. A home occupation shall produce no external evidence of its existence; there shall be no mechanical equipment used except such as is necessary and customary for connection to one hundred ten and two hundred twenty volt circuit; no outside operations or storage; no alteration of the residential appearance of the premises, and no process which is hazardous to the health, safety, or general welfare of the public, or which emits smoke, dust, noise, fumes, odors, vibrations, glare, or electrical disturbance onto any other premises.

Certification

I HEREBY CERTIFY under penalty of perjury that I have made every reasonable effort to ascertain the accuracy of the data contained in the statements, maps, drawings, plans, and specifications submitted with this application and that said information is true and correct to the best of my knowledge and belief. I further consent to any permit issued in reliance thereon being declared by the Town Council to be null and void in the event that

anything contained therein is found to be erroneous because of an intentional or negligent misstatement of fact.

I HEREBY FURTHER CERTIFY and agree that if a use permit is granted by the Town Council, under the provisions of the Ross Municipal Code, I shall abide by the conditions set forth in such use permit, and all other applicable rules, regulations, ordinances, and laws governing such use and/or buildings; and that this use permit application, if granted, may be recorded by the Town of Ross.

I HEREBY FURTHER CERTIFY and agree that if a home occupation permit is requested, the proposed home occupation will meet all of the criteria included under Mandatory Findings- Home Occupation above. If, at any time, the home occupation ceases to meet all of the required criteria, I consent to and understand that the home occupation permit shall lapse without further warning or notice.

I HEREBY FURTHER CERTIFY that I have read the Home Occupation/ Home Business Fact Sheet and understand the processing procedures and application submittal requirement.

Signature of Applicant

Date

Signature of Owner

Date

Town Email List

If you would like to receive copies of upcoming Town Council agendas and other items of interest to Ross residents please give us your email address below.

Email(s) _____

Alternate Format Information

The Town of Ross provides written materials in an alternate format as an accommodation to individuals with disabilities that adversely affect their ability to utilize standard print materials. To request written materials in an alternate format please contact the Ross Town Clerk at (415) 453-1453, extension 105.

HOME OCCUPATION/ HOME BUSINESS FACT SHEET

Definitions

Home Business

Home business means any activity which results in a product or service not used in its entirety by the family group, which is carried on in a residence by members of the family occupying the dwelling, which meets all of the criteria for a home occupation, but includes one other employed person in addition to members of the family.

Home Occupation

Home Occupation means any activity which results in a product or service not used entirely by the family group, which is carried on in a residence, meeting all of the following criteria:

11. The use is clearly incidental and secondary to the use of the dwelling for dwelling purposes;
12. The use is confined completely within a legal dwelling and occupies not more than twenty-five percent (25%) of the floor space of the dwelling or a portion of an accessory building;
13. The use is carried on by members of the family occupying the dwelling, with no other people employed on-site;
14. There shall be no advertising sign, nor display, nor stock in trade, nor commodity sold on the premises;
15. There shall be no activity outside of the dwelling not normally associated with residential use, nor shall the home occupation generate a character and volume of vehicular traffic not normally associated with residential use;
16. No garaging nor storing of vehicles bearing any advertising related to the home occupation shall be permitted, nor shall any type of commercial vehicle be used in connection with the home occupation or be parked on the property;
17. A home occupation shall not create excessive parking at the location, nor shall it displace any off-street motor vehicle parking space required by the Town;
18. No professional offices are allowed, specifically including, but not limited to: the healing arts, law, accounting, real estate, clergy, insurance, and similar professional or semiprofessional offices;
19. No listing or advertising of the address of such home occupation for business purposes is permitted except normal listing, not including display ads, in telephone, business and town directories, and in newspapers and magazines.
20. A home occupation shall produce no external evidence of its existence; there shall be no mechanical equipment used except such as is necessary and customary for connection to one hundred ten and two hundred twenty volt circuit; no outside operations or storage; no alteration of the residential appearance of the premises, and no process which is hazardous to the health, safety, or general welfare of the public, or which emits smoke, dust, noise, fumes, odors, vibrations, glare, or electrical disturbance onto any other premises.

Fees

The fee for a home occupation permit is one hundred dollars (\$100). The fee for a home business use permit application is one thousand dollars (\$1,000), no part of which is refundable. A fee of two hundred fifty dollars (\$300) will be charged for renoticing a hearing. Any continuation or modification of a use permit requires renoticing.

Time Frame for Processing

Home Occupation Permit applications are reviewed administratively by the Planning Department.

Home Business Use Permit applications will first be reviewed for completeness. This review will not exceed thirty (30) days. Once an application has been determined to be complete, the application will be placed on the next available agenda space of the Ross Town Council. The Town Council ordinarily meets the second Thursday of each month at 7 p.m.

Home Occupation/ Home Business Application Submittal Requirements

1. Three completed Home Occupation/ Home Business Applications.
2. Appropriate filing fee.
3. Any other information deemed reasonably necessary by the Planning Director to review the application.
4. Prior to Council review, applicants for a home business use permit must obtain written acknowledgement of the proposed use permit from the owners, lessees and occupants of all abutting property, including property across any street, lane roadway or highway. Names and addresses may be obtained from the Clerk's office. These acknowledgements are to be submitted to the Town Clerk no later than fifteen (15) days preceding the regular meeting of the Town Council at which the application for use permit is to be heard. If written acknowledgements are not obtained, a statement stating the reason or reasons therefor must be submitted. Notice of the proposed use permit will be mailed by the Planning Department to property owners within five-hundred feet (500') of the subject property. ***If required neighbor acknowledgements are not submitted on-time, the application may be deemed incomplete and removed from the Council agenda***
5. Every person who engages in any business, trade or occupation within the Town is required to obtain a business license from the Town.

TOWN OF ROSS BUSINESS LICENSE APPLICATION

Business License Collector
P.O. Box 320, Ross, CA 94957
415-453-1453 Ext.6

Business Name: _____

Type of business performed: _____

State Contractors License number (if applicable): _____

PLEASE, SEND COPY OF ORIGINAL CONTRACTOR'S LICENSE WITH APPLICATION
AND COPY OF WORKERS COMP. CERTIFICATE (If applicable).

Business Address: _____ **Phone:** _____

_____ **Fax:** _____

Mailing Address: _____

Owner: _____

_____ **Last, first, middle**

_____ **Address**

_____ **City, state, zip**

_____ **Phone**

Ownership type:

<input type="checkbox"/> Sole	(SEIN) State Employer ID# _____
<input type="checkbox"/> Proprietorship	(BEAN) Board of Equalization# _____
<input type="checkbox"/> Partnership	(SSN) Social Security # _____
<input type="checkbox"/> Corporation	(FEIN) Federal Employer ID# _____
<input type="checkbox"/> Trust	

Signature

Date

Workers Comp.

Permit Number

Please send with this application, a check in the amount of:\$ _____ **payable**
to Town of Ross.