



Home Occupation Permit Administrative Review

As Provided in the Clayton Municipal Code Title 17, Chapter 17.71

Below: Office Use Only

6000 Heritage Trail, Clayton, CA 94517
 Phone No. 925.673.7300 Fax No. 925.672.4917
www.ci.clayton.ca.us

File No: _____ Fee(s): _____

Received By: _____

Date: _____ Receipt No: _____

Please clarify any questions with the Planning Staff prior to completing this form. Please print or type legibly. Attach additional sheets if necessary. Incomplete applications will not be accepted.

1. Applicant/Property Owner Contact Information:

Applicant Name: _____ Email: _____ Phone No: _____ Cell No: _____ Address: _____	Property Owner Name: _____ Email: _____ Phone No: _____ Cell No: _____ Address: _____
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2. Project Location:

Address requiring permit: _____

Assessor's Parcel Number(s): _____

Zoning Classification: _____ **General Plan Designation:** _____

3. Statement of Operation:

Business name: _____

Days of Operation: From: _____ To: _____ & **Hours of Operation:** From: _____ To: _____

Average number of clients visiting the residence on a daily basis: _____ **Maximum:** _____

Type of chemicals or hazardous materials used or stored on-site: _____

Type of materials or mechanical equipment used or stored on-site: _____

Type of Activities: Mark if attached.

4. Compliance Assessment: (Mark "yes" or "no" to the below statements)

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation be subordinate and incidental to the primary use of the dwelling unit for residential purposes?
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation be compatible with and not change the character of adjacent residential areas?
<input type="checkbox"/>	<input type="checkbox"/>	Will the dwelling unit be located in an Agricultural, Residential, or Planned Development (Residential) District?
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation use more than one (1) room, or twenty-five percent (25%) of the habitable floor area of the principle structure, whichever is greater? (Garage areas and living areas within accessory structures and secondary dwelling units shall not be considered as part of the habitable floor area of the principal structure.)
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any persons employed other than the applicant and members of the resident family, involved in the conduct of the home occupation?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any merchandise or services for sale, except that produced or made on the premises and which can be shipped directly, electronically, or sold at another location?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any signage or exterior indication of the home occupation?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any outside display or storage of goods or materials?
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation create any noise, odor, dust, fumes, vibrations, electrical interference, or other interference with the residential use of adjacent areas?
<input type="checkbox"/>	<input type="checkbox"/>	Will there be any use of utilities or community facilities beyond that normal to the residential use of the property?
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation decrease the number or size of parking spaces below that needed to meet the minimum off-street parking requirements for the residence?
<input type="checkbox"/>	<input type="checkbox"/>	Will the maximum number of deliveries exceed four (4) per day?
<input type="checkbox"/>	<input type="checkbox"/>	Will the home occupation generate client/student traffic to the residence?

- Will there be any chemicals or hazardous materials used or stored on the property which exceeds that associated with normal household activities or hobby uses?
- Will there be any use of materials or mechanical equipment which exceeds that associated with normal household activities or hobby uses?

5. Important Implementing Information from the City of Clayton Municipal Code:

17.71.010 Purpose.

The purpose of the home occupation permit is to allow residents in residential districts to conduct limited commercial activities within the dwelling unit. The limited commercial activities must be subordinate and incidental to the residential use of the property.

17.71.020 Administrative Review.

The Community Development Director may approve, approve with conditions, or deny a home occupation permit upon receipt of a completed application form and payment of a fee established by resolution of the City Council, provided that any approval of a proposed home occupation shall meet the standards set forth in subsection B of this section. Decisions of the Community Development Director shall be documented in a notice of decision. The notice of decision shall be mailed on the day of the decision to the applicant and all owners of real property, as shown on the latest equalized assessment roll, within 300 feet of the subject site.

The Community Development Director shall refer any application to the Planning Commission for a decision if, in the judgment of the Community Development Director, the application may potentially have an adverse effect on the neighborhood residents.

Appeal Procedure.

Any decision of the Community Development Director regarding a home occupation permit may be appealed to the Planning Commission within ten days of the notice of decision.

17.71.030 Planning Commission Review

A. Review Procedure. In accordance with the provisions of section 17.64.110, the Planning Commission may approve, approve with conditions, or deny a home occupation permit upon receipt of a completed application form and payment of a fee established by resolution of the City Council, provided that any approval of a proposed home occupation shall meet the standards set forth in subsection B of this section. Decisions of the Planning Commission shall be filed in accordance with the provisions of section 17.68.010.

Appeal Procedure.

Any decision of the Planning Commission regarding a home occupation permit may be appealed to the City Council in accordance with the provisions of section 17.68.020. (Ordinance 357, 2001)

Standards of Approval.

Visit the City of Clayton's website at www.cityofclayton.org or visit the Community Development Department at 6000 Heritage Trail, Clayton CA 94517 on the third floor.

For standards of approval for the administrative review process see the Municipal Code Title 17, Chapter 17.71.020 B.

For standards of approval for the Planning Commission Review process see the Municipal Code Title 17, Chapter 17.71.030 B.

6. Certification:

General Certification:

I (We):

- consent to the submission of this application.
- understand that an incomplete application may be denied.
- hereby declare under penalty of perjury under the laws of the State of California that the information in this application and its attachments is true, complete and correct.
- certify that I (We) have read and understand Title 17, Chapter 17.71 found in Part 5 of this application and in the City of Clayton's Municipal Code.

Form Specific Certification:

I (We):

- understand that this application may be approved, approved with conditions or denied. A Notice of decision will be mailed to the applicant and to all property owners within 300 feet. This permit may be appealed to the Planning Commission within 10 days of the Notice of Decision.
- understand that this application is only valid for the above address and is not transferrable to a different address. The dwelling unit must be located in an Agricultural, Residential, Planned Development (Residential) District.

Applicant's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____