



Community Development Department

135 E Johnson Ave.
P.O. Box 1669
Chelan, Washington, 98816

Office: (509)682-8017

ADMINISTRATIVE HOME OCCUPATION PERMIT APPLICATION

Application Fees:

Administrative Home Occupation: \$50

NOTE: Any Barber or Beauty Shop decisions are made by the Hearing Examiner after a public hearing has been conducted. All other Home Occupations are administrative decision.

Application Date: _____

Home Occ. Permit #: _____

Property Address: _____

QUESTIONNAIRE:

1. Is the Home Occupation over 20% of the actual total floor area of one floor that is to be used for the business? YES ☐ NO ☐
2. Is the business the primary use of the dwelling? YES ☐ NO ☐
3. Will there be customers or any business-related visitors to the home business?
YES ☐ NO ☐
4. Are there signs or any outward appearances that a business exists in the home?
YES ☐ NO ☐
5. Will there be any materials or commodities being delivered by commercial vehicles to the residence?
YES ☐ NO ☐
6. Is there more than one individual in the residence that is active in the home business?
YES ☐ NO ☐

If you have answered YES to any of the above questions, the application will need a full conditional use permit with a public hearing.

BUSINESS INFORMATION:

PLEASE COMPLETE ALL QUESTIONS

Business Name (dba): _____ UBI #: _____

Corporation ☐ LLC ☐ LLP ☐ Sole Proprietorship ☐ LP (Limited Partnership) ☐ GP (General Partnership)

Corporation Name (if applicable): _____

Physical Address: (include city, state, zip code) _____

Mailing Address: _____

(if different from above)

Phone #: _____

Website: _____

No. of Employees: _____

No. of Owners: _____

Detailed description of
Operations: _____

Days & Hours of Operations: _____

BUSINESS OWNER(S) INFORMATION:

Owner: _____ Phone: _____

Address: _____ Email: _____

Owner: _____ Phone: _____

Address: _____ Email: _____

LOCATION INFORMATION:

Location Address: _____ Unit# _____

Parcel # (To find your parcel number, please follow the link below):

<https://chelan.maps.arcgis.com/apps/webappviewer/index.html?id=8776817718824914962a295274693e2d>

Once you load the link, type your address in the top left search bar, click the lot, and your parcel number will be under the description.

Total square feet of the Residence: _____

Total square feet of residence being used for the Business: * _____

Location of Wor Performed ☐ Interior Office ☐ Garage

And Materials Stored: _____

Are you the Property Owner?

☐ YES

☐ NO (If No, provide a notarized letter from the property owner stating he/she is aware of the business)

CONDITIONS OF APPROVAL FOR THE HOME OCCUPATION PERMIT

1. That the use of the premises as a home occupation will qualify as to the definition of a home occupation.
2. Not over twenty percent of the actual total floor area of one floor is to be used for the home occupation.
3. The home occupation is to be a secondary use of the dwelling.
4. No structural alteration or construction to accommodate the home occupation which would, upon the vacation of the home occupation, be of a character indicating a nonresidential use or which would not lend itself to the ordinary residential occupancy of this space formerly devoted to the home occupation, and no entrance to the space devoted to the home occupation from other than within the dwelling except otherwise required by law will be allowed.
5. No person other than members of the immediate family and in no case more than two persons of the immediate family residing in a dwelling are to be engaged in said home occupation(s).
6. No window display and no sample commodities displayed outside the building.
7. No stock in trade stored nor commodity kept for sale which is not produced on the premises.
8. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the residence or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors.
9. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by a commercial vehicle or a trailer or the parking of customers' vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate off-street parking.
10. The home occupation must be conducted entirely within the dwelling.

I hereby certify that I will pay all fees as required by law. I also hereby certify under penalty of perjury under the laws of the State of Washington that the above answers are true and complete to the best of my knowledge. I understand that the lead agency is relying on them to make its decision.

I also certify that the business will only provide the functions/services described here-in and attached here-to, and that the operation of the business will not violate any provision of the City of Chelan Municipal Code, City Ordinance, State of Washington law or Federal law and that, if at any time, the business operates outside of the approved functions/services or violates any provision of the City of Chelan Municipal Code, City Ordinance, State of Washington law or Federal law, the City may require the business to cease operation until such time that any violation has been addressed to the satisfaction of the City, State, and/or Federal Government.

Signature: _____ Date: _____

Print Name: _____

OWNERSHIP CERTIFICATION

I, _____, hereby certify that I am the major property owner(s) or officer of the corporation owning the property described in the attached application. I also hereby certify under penalty of perjury under the laws of the State of Washington that this application and that the statements, answers, and information are in all respects true and correct to the best of my knowledge and belief. I have also familiarized myself with the rules and regulations of the City of Chelan

Property Address: _____ Project Desc.: _____

Mailing Address: _____

City and State: _____ Zip Code: _____

Phone: _____

Signature: _____

Date: _____

For: _____
(Corporation or company name)

Parcel No.: _____

ACKNOWLEDGMENT

State of Washington)

)

County of Chelan)

On this day personally appeared before me _____ to be known to be the individual described in and who executed the within and foregoing instrument and acknowledge to me that (*he, she, they*) signed as the _____ of _____, as the free and voluntary act and deed for the uses and purposes therein mentioned.
(Title)
(Corp. or company name)

NOTARY PUBLIC in and for the State of Washington

Commission Expires: _____

Residing in: _____

Date: _____

Other property owners included in this application must be listed below: (attach additional sheet if necessary)

Name: _____ Signature: _____

Address: _____ City/State: _____ Zip: _____

The application was processed in accordance with CMC Section 17.56.020, which states home occupation permits shall be approved administratively by the planning director. A public hearing is not required for the subject application and the application is categorically exempt from SEPA review and associated notice requirements. The project, as conditioned, satisfies the conditions set forth in CMC 17.56.060 and the project as conditioned, is consistent with the City of Chelan Zoning and Development regulations and with the Comprehensive Plan.

DECISION: ☐ DENY ☐ APPROVED

PLANNER SIGNATURE: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

SUBMITTAL REQUIREMENTS:

One (1) Copy – Permit Application

THIS IS ONLY REQUIRED IF NEEDED FOR THE HEARING EXAMINER

The following information MUST be included on a site plan accompanying this application to facilitate the review and consideration of your application. In addition, a city plat map with the property in question highlighted is required (this map is available in the Planning Department). The site plan should be on 11" by 17" or smaller paper, preferably 8 1/2" by 11".

1. Property dimensions and parcel size.
2. North arrow, scale (1" = 10', 1" = 20", 1" = 30", etc.)
3. Building setbacks from all property lines, access easements and /or public right of way.
4. Existing and proposed streets.
5. Existing and proposed driveways, walkways, vehicle maneuvering areas, etc.
6. Existing and proposed parking areas (identify parking stalls and dimensions).
7. Topographic features (steep slopes, unbuildable areas, existing and finished grades, etc.)
8. Existing and proposed landscaping, screening and/or fencing (show type of landscaping, size, spacing and provisions for irrigation.)
9. Water bodies and/or wetland areas (including seasonal water bodies, irrigation canals and the extent and elevation of the 100-year flood plain).
10. Type of existing and/or proposed outdoor lighting.
11. Drainage facilities (drains, catch basins, detention ponds, ditches, etc.).
12. Existing and proposed septic tanks, drain fields, wells, and fire hydrants.
13. Existing and proposed utilities and utility easements.
14. Signs: design, size, type of lighting, number, and location on the parcel.
15. Vicinity Map.