



CITY OF ROCK SPRINGS HOME OCCUPATION APPLICATION

Planning & Zoning Division
212 D Street
Rock Springs WY 82901
307.352.1540 (phone)
307.352.1545 (fax)

City Use Only:

Date Received _____ File Number: _____

Approved Approved with Conditions Denied

Contact the Building Department at (307) 352-1540 for building permit submittal requirements.

Date of Action: _____ By: _____

PROPERTY INFORMATION

PID: _____ - _____ - _____ - _____ - _____

Property Address: _____

Subdivision: _____ Block: _____ Lot: _____

Legal Description Quarter: _____ Section: _____ Township: _____ Range: _____

Zoning: _____ Overlay: _____ Floodplain Designation: _____

CONTACT INFORMATION

Petitioner: Name: _____ Phone: (____) _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Property Owner: Name: _____ Phone: (____) _____

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

HOME OCCUPATION DETAILS

1. Name of Business: _____

2. Detailed Description of Business:

3. Amount of square feet of area to be used in conjunction with the Home Occupation:

a. Primary Area _____ b. Storage Area _____

4. Days of week for Operation: _____

5. Hours of Operation: Weekdays: _____ Weekends: _____

6. Parking:

a. Number of off-street customer & employee parking spaces: _____

b. Location of off-street customer & employee parking spaces: _____

COMPLIANCE CERTIFICATION

NOTE: Your initials next to each item below indicate you have read, understand and will comply with each of the listed conditions.

All Home Occupations shall be conditionally permitted uses of the residential dwelling and shall comply with the following conditions at all times:

_____ Home occupations shall be conducted entirely within a dwelling and carried on solely by the occupants of the dwelling.

_____ A home occupation shall be incidental to the use of a dwelling unit for residential purposes.

_____ No more than 500 square feet of floor area may be used in connection with a home occupation or for storage purposes in connection with home occupations. Floor area shall include areas within a dwelling unit or within accessory buildings.

_____ Sales transactions, which do not involve delivery on the premises of a home occupation, are permitted. Sales, which involve the transfer of goods on the premises, are permitted to only one customer per calendar day.

_____ A home occupation shall not be open to the public at times earlier than 8:00 a.m. or later than 10:00 p.m.

_____ There shall be no exterior storage of materials to be used in conjunction with a home occupation.

_____ The home occupation shall not increase vehicular flow and parking by more than one (1) vehicle at a time.

_____ A home occupation shall not produce offensive noise, vibration, smoke, electrical interference, dust odors, heat, fire hazard, or any other hazard or nuisance. (Please note that if the City receives complaints of nuisances or hazards in relation to the home occupation, the City will investigate).

_____ A home occupation shall not use or generate toxic, explosive, flammable, combustible, corrosive, or radioactive materials.

_____ A home occupation shall have no advertising signs on the premises which are visible from the street or adjacent properties.

_____ There shall be no alteration of the residential appearance of the premises for the home occupation.

_____ A home occupation shall have no more than ten (10) customers daily entering the premises.

_____ Use of the dwelling as a gathering place for the purpose of taking orders for the sale of merchandise shall be held no more often than four (4) times per month and shall not increase vehicular flow and parking by more than ten (10) vehicles at any gathering.

_____ There shall be no display of products visible in any manner from the outside of the dwelling.

_____ Home occupation conditional use permits shall not be issued for a use listed as a conditional use in any of the zoning districts established in the City of Rock Springs. Family child care homes and bed & breakfast inns shall be exempt from this section.

APPLICATION AND ENFORCEMENT

_____ All persons conducting home occupations shall be required to apply for and receive a Home Occupation Conditional Use Permit prior to commencing any activities related to the home occupation.

_____ Applications for Home Occupations Conditional Use Permit shall be made to the City Planner who shall ensure that the applicant understands that the General Conditions are conditions upon which the permit is issued and that a violation of any such condition may subject the permittee to revocation of the Home Occupation Permit.

_____ **THE FOLLOWING ACTIVITIES ARE PROHIBITED:**

- Conducting any home occupation without a valid Home Occupation Conditional Use Permit.
- Failure to comply with any of the conditions of a Home Occupation Conditional Use Permit.

THE FOLLOWING HOME OCCUPATIONS ARE PROHIBITED:

- Automobile, truck, motorcycle or other vehicle repair, including body and engine repair
- Any business involving on-site or adjacent street storage or parking of tractor trailers, semi-trucks, general construction equipment or heavy equipment
- Beauty salons and barber shops (multiple chairs)
- Body art, body piercing, tattoo art
- Exterminator
- Health salons, gyms, dance studios, aerobic exercise studios (multiple clients)
- Massage therapy (multiple clients/therapists)
- Medical, dental or chiropractic offices
- Nail Salons (multiple chairs/clients)
- Painting of machine parts or equipment
- Painting of vehicles, trailers, or boats
- Private clubs
- Real estate broker, unless a sole proprietor or in affiliation with another household member. No other licensed agent or associate broker is allowed unless living in the household.
- Restaurants and taverns
- Retail sale from site other than catalog sales or sales incidental to services provided
- Sales of autos, trucks, motorcycles or other vehicles
- Sexually oriented businesses
- Taxi services (multiple drivers/cars)
- Towing
- Veterinary uses (including care, or boarding)
- Welding or machine shops

HOME OCCUPATION CONDITIONAL USE PERMIT

_____ In the event the City Planner deems it to be necessary and appropriate; he/she may place additional reasonable conditions in the Home Occupation Conditional Use Permit.

_____ The City Planner may modify or revoke the Home Occupation Conditional Use Permit of any person on the grounds of noncompliance with the General Conditions or upon noncompliance with any additional conditions imposed by the City Planner.

_____ The City Planner's decision of imposing additional conditions upon the applicant for a Home Occupation Conditional Use Permit may be appealed to the Planning and Zoning Commission. An applicant for a Home Occupation Conditional Use Permit may commence an appeal to the Planning and Zoning Commission by filing a Notice of Appeal to the Planning and Zoning Commission within ten (10) days of the City Planner's decision. Said Notice of Appeal shall contain a written statement of the decision of the City Planner and a concise statement of the reasons for the appeal. The applicant may appeal the additional conditions imposed by the City Planner, but the applicant may not appeal the General Conditions set forth in Section 3.

_____ The Planning and Zoning Commission may uphold, rescind, or modify the decision of the City Planner. The Planning and Zoning Commission may modify a decision of the City Planner by imposing fewer conditions or adding other conditions to the Home Occupation Conditional Use Permit.

_____ The City Planner's decision to revoke the Home Occupation Conditional Use Permit may be appealed to the Planning and Zoning Commission. The holder of a Home Occupation Conditional Use Permit, which has been revoked, may commence an appeal as set forth above.

_____ It shall be unlawful for any person to violate the provisions of Section 13-815.N. of the Rock Springs Zoning Ordinance (Home Occupations). A violation of this section shall be a misdemeanor.

_____ The City of Rock Springs may require a violator of Section 13-815.N. of the Rock Springs Zoning Ordinance (Home Occupations) to correct or remedy the violation by obtaining an injunction from a Court of proper jurisdiction.

SIGNATURE(S) REQUIRED

I acknowledge that I have read and understand this application and the pertinent Home Occupation regulations, as stated in the "Compliance Certification" portion of this application. I further agree if the permit is approved, I will comply with all pertinent regulations and conditions of approval as set forth by the City of Rock Springs. I certify that the information provided with this application is true and correct.

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____