



Custer County, Colorado
Planning and Zoning Office
Westcliffe, CO 81252

Application for Home Occupation Permit

Requires administrative action by the Planning and Zoning Office

Home Occupation: An activity conducted within a dwelling or accessory structure by occupant(s) of the dwelling unit, where the occupation is secondary to the use of the dwelling and the residential character of the dwelling is maintained. **Custer County Zoning Resolution Section 9.8.**

Submit this completed application and all attachments with the appropriate application fee. The application will not be accepted unless complete, including fee and attachments. Fee is non-refundable.

Any correspondence and/or documents submitted concerning this application are public record.

Land owner of record: _____
All land owners must be listed on this application. TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Home: (____) _____ Business: (____) _____

Cell: (____) _____ e-mail: _____

Applicant: _____
(If different than above)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Home: (____) _____ Business: (____) _____

Cell: (____) _____ e-mail: _____

Tax schedule number for the property: _____
(Assigned by the County Assessor's Office - Shown on the Tax Bills)

Legal description of the property: _____

Property Address: _____

Size of property: _____

Zone: _____

A Home Occupation must operate under the following guidelines:

1. The home occupation shall be conducted within the permitted dwelling unit or permitted accessory building and only by occupants of the dwelling unit.
2. The home occupation is clearly subordinate to the residential use of the property and does not change the residential character of the property nor infringe upon the right of neighboring owners to enjoy their property.
3. No equipment or machinery shall be used in any home occupation that is noticeable off of the property by reason of noise, smoke, odor, dust, vibration, electrical interference, radiation, or light pollution.
4. No hazardous or toxic materials shall be used or stored in the dwelling or structure of the home occupation.
5. Off street parking appropriate to such home occupation shall be associated with the parking for the dwelling unit and in no event shall parking for such home occupation be permitted on any public road right-of-way.
6. All signage shall be subject to all provisions of the Custer County Zoning Resolution pertaining to signs.
7. Proof of sales tax license
8. The dwelling or accessory structures which the home occupation is being conducted shall be open for inspection by the Custer County Zoning Department and fire department personnel during reasonable hours.
9. A permit for a home occupation is valid only for the original applicant. (Applies to owner, not property)
10. Letter of approval from property owners association, if applicable.

If the home occupation does not fit into the above mentioned criteria, it shall require a Special Use Permit.

Applicant's statement: Briefly explain your request and the reasons for it. Include a description of your future plans. (This statement will be used in the public notice, letters to adjoining property owners and other interested parties.)

Documentation required as checked below:

- Plot plan drawn to scale, or survey of property. (This must include existing structures, uses of structures, wells, and septic systems; their distances from property lines; and access to the property)
- Name and address of current lien holder as evidenced by O&E or recent Title Report
- Reclamation/storm water plan
- Copy of any licenses or other regulatory documents required
- Written explanation of methods to be used to minimize smoke, odors, noise, dust, and similar environmental problems which might result from the intended use
- Evidence of sufficient off-road parking to accommodate the expected volume of users
- Requirements from the appropriate special district(s)

The Zoning Office may require additional information to clarify your application.

I understand that:

- the fact I have made this request does not relieve me of the obligation of applying for, and having been granted, a zoning and septic permit as required by the County before proceeding with construction of a building or installation of a septic facility of any kind.
- increased use may require modification of the existing septic system.
- if approved, I will have two (2) years from the date of approval to act upon it. If not acted upon within the time limit, it automatically expires.

I acknowledge that I am responsible for complying with the Custer County Zoning Resolution. I have read and understand the above, and the information I have provided is complete and accurate to the best of my knowledge.

Signature of Landowner

Date

Signature of Applicant, if different

Date

Make check payable to Custer County and return check and permit form to:

Custer County Planning and Zoning
P. O. Box 203
Westcliffe, CO 81252
(719) 783-2669
Planning_zoning@CusterCountyGov.com
CusterCountyGov.com