



City of Kemmerer

Permitted Home Occupation Daycare

220 Wyoming Hwy 233
 Kemmerer WY 83101
 Phone: (307) 828-2350
 Fax: (307) 828-2355

PLEASE NOTE: All Permitted Home Occupation Daycares must be reviewed and granted a conditional use permit prior to the approval of the Home Occupation Permit and/or a Business License.

GENERAL INFORMATION:

Name of Home Occupation: _____ Date Received: _____
 Street Address: _____ Receipt # _____ (\$25.00)
 Property Zoned: _____

Business Owner	Name: _____		
	Street Address: _____		
	Mailing Address: _____		
	City: _____	State: _____	Zip Code: _____
	Email Address: _____		
	Phone Number: _____	Cell Phone Number: _____	
	Do you reside at this residence full time? Yes No		

NOTE: If you are not the property owner, you must submit a letter from the property owner that allows the premises to be used for the specific home occupation.

Property Owner <small>(if different from Business Owner)</small>	Name: _____		
	Address: _____		
	City: _____	State: _____	Zip Code: _____
	Email Address: _____		
	Phone Number: _____	Cell Phone Number: _____	

PLEASE ANSWER THE FOLLOWING QUESTIONS ON THE SPACE PROVIDED:

Amount of square feet and % of the total floor area of the dwelling and accessory building to be used in conjunction with the home occupation.

Primary Dwelling: _____ sq ft % Accessory Building: _____ sq ft %

Detailed Description of the Business:

Days of Operation: _____ Hours of Operation: _____

Number of full-time employees: _____ Number of part-time employees: _____

NOTICE TO ADJACENT PROPERTY OWNERS:

All residential zones are required to give notice to adjacent property owners. Applicants must provide to the City the following information and material:

- A mailing list of names and addresses for property owners within three hundred (300) feet from any boundary of the property. It is the sole responsibility of the applicant to verify the addresses are true and correct.
- Blank, stamped envelopes for each property owner on the mailing list.

COMPLIANCE:

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

_____ The home occupation shall be clearly incidental and secondary to the primary residential use of the property and dwelling.

_____ Home occupations must be conducted entirely within a dwelling by persons residing in the dwelling or in an accessory building, which use is clearly incidental and secondary to the residential use of the property.

_____ The home occupation business must be majority owned by one (1) or more residents of the home. No more than one (1) person full time or two (2) persons part time from outside the current residence of the home may be employed on site.

_____ In the event covenants applicable to the property preclude home occupations, the covenants shall control. The applicant shall include a copy of the covenant applicable to their property in the application.

_____ The home occupation shall not disrupt the peace, quiet and domestic tranquility within the neighborhood and must protect residents from the adverse effects of business uses being conducted in the residential area.

Maximum Children Permitted

_____ The maximum number of children permitted include the permittee’s and any employee’s children if they are under twelve (12) years of age and are under the care of the permittee at the time the home occupation daycare is conducted.

_____ Home occupation daycares shall limit the number of children at the residence to the number of children allowed for one daycare provider and must follow all Wyoming State licensing requirements.

_____ Child group activities such as pre-school may not exceed the number allowed by Wyoming State licensing requirements for one daycare provider. A maximum of two (2) sessions per day may be permitted.

Yard Requirements

_____ All non-business related structures or on premises hazards are to be made inaccessible to the children attending the daycare facility.

_____ All outdoor play areas must be enclosed in the rear or side yard by a fence at least five (5) feet in height in accordance with the fence code in Section 23-27, Yard and Fence Restrictions, of this Chapter.

_____ No outdoor play areas should be located in the front yard.

Location Requirements

_____ No child oriented home occupation, which requires a conditional use permit, may be operated within one hundred (100) feet, as measured from property line to property line on the same street of another child oriented home occupation operating under a conditional use permit.

Licensure

Copies of all licenses required by the state shall be provided to the City for verification of compliance with all state standards in order to receive a permanent business license at each application or renewal period.

Parking & Traffic

All business related vehicles, including trailers, must be legally parked.

The number of business related vehicle stops at the home per day shall not exceed thirty two (32) (e.g. dropping off and picking up a child would count as two vehicle stops.)

All on-street vehicular stops for the dropping off or picking up of children shall be done with the passenger side of the vehicle towards the residence.

The street must be of sufficient width to accommodate the increase in average daily vehicular traffic (ADT) counts caused by the business and will be determined by the City's Community Development Department.

No parking from the home occupation shall be allowed in front of adjacent lots unless approved by the City as part of the traffic circulation plan.

Pedestrian, vehicular, or delivery traffic generated by the home occupation will be evaluated with the intent to limit the size of the business to have low impacts on the residents in the neighborhood.

A traffic circulation and safety plan must be submitted to and reviewed/approved by the City prior to permit approval. This does not necessitate the hiring of a traffic engineer.

Signs and Lighting

Signs are limited to one non-animated sign not larger than three (3) x three (3) or nine (9) square feet. A separate sign permit will be required.

No sign shall be directly or internally illuminated.

Any business lighting shall be shielded and directed downward away from adjoining properties or contained within the building for which it emanates.

External Appearance

Any exterior alterations to the residence to accommodate the home occupation shall maintain the character and appearance of the residential dwelling.

The business operation shall not negatively affect the physical appearance of the surrounding neighborhood and not depreciate surrounding property values.

Storage Areas

Home occupations are not permitted to store materials or products outside of the dwelling unit, except in a City approved and permitted accessory building(s).

Safety

No hazardous materials or equipment may be used in the home occupation, including, but not limited to, anything flammable or unsafe that is not customary to the home in which the occupation is located.

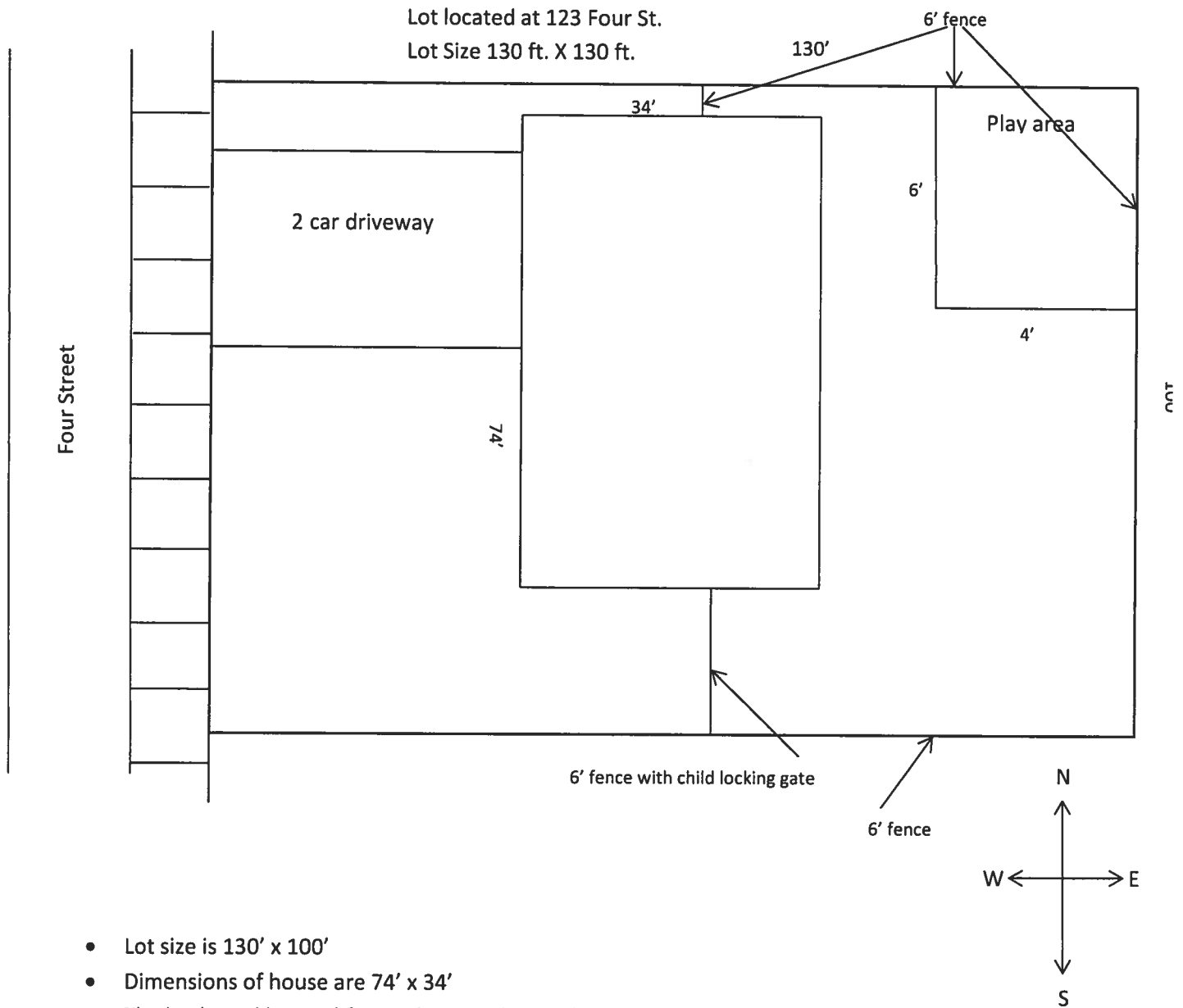
There shall be complete conformity with fire, building, plumbing, electrical and all other city, county, state and federal codes.

Violation

The conditional use permit, the home occupation permit and business license shall be maintained in good standing for the entire period that business is being conducted.

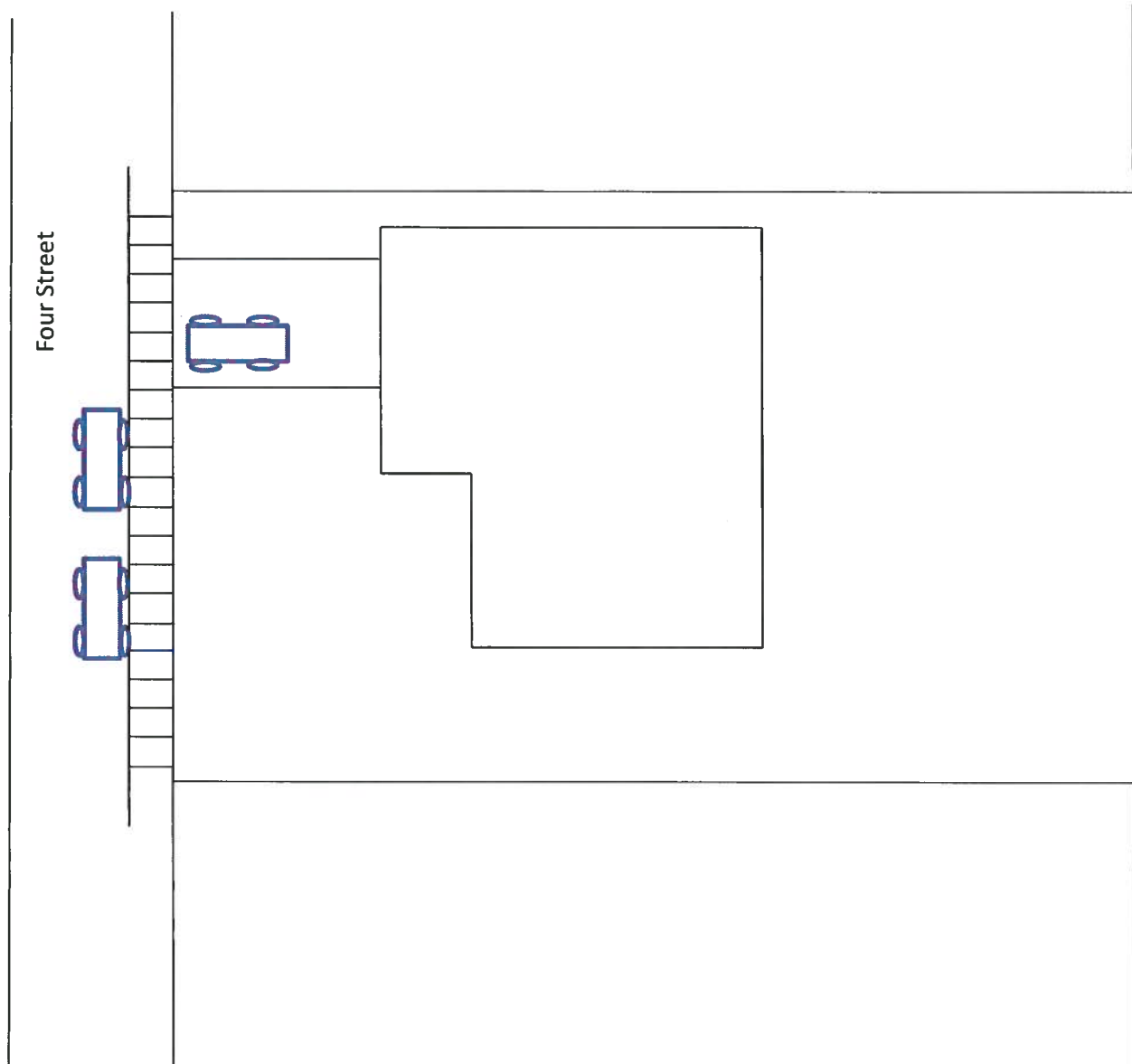
Conditional Use Permits can be revoked based upon unresolved legitimate complaints as determined by the City Administrator or designee.

Permitted Home Occupation Daycare Site Plan Example.



- Lot size is 130' x 100'
- Dimensions of house are 74' x 34'
- The backyard has a 6' fence abutting the north, south and east side property lines.
- There is one 6' fence with a child locking gate on the south side of the house
- The play area in the back is 6' x 4' and will have a playground set in it; however, the children will be able to play in the whole backyard.

Permitted Home Occupation Daycare Traffic Circulation and Safety Plan Example.



I encourage the parents to pull into my 2 car driveway to drop off their children. However that is not always possible. If they can't pull into my driveway I require them to pull up to my house with the passenger side of the vehicle mirroring my home. If they are unable to do so and they have to park across the street with the drivers' side of the vehicle mirroring my home they must walk the child(ren) into my home. Children are not allowed to leave my home at pick-up time unless the parent is parked in the driveway or on the street with the passenger side of the vehicle mirroring my home. If they have to park across the street with the drivers' side of the vehicle mirroring my home they must walk to my home to pick up their child(ren).