



City of Kemmerer Permitted Home Occupation Permit

220 Wyoming Hwy 233
Kemmerer WY 83101
Phone: (307) 828-2350
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GENERAL INFORMATION:

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

_____ Home occupation businesses may utilize employee(s) to work offsite. Such offsite employees, volunteers, hires, and any other persons engaged with the home occupation shall not come to the home for purposes related to the home occupation permit, except for incidental vehicle stops in accordance with the traffic and operational hours outlined in the Parking & Traffic section of this permit.

_____ 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.

_____ A home occupation may include the sale of goods or merchandise directly from the home. However, they shall not involve the use of any yard space or activity outside of the buildings not normally associated with the residential use. Sales activities may or may not be acceptable depending on traffic and parking issues the business may create.

_____ The home occupation shall not disrupt the peace, quiet and domestic tranquility of the neighborhood nor emit noise, odor, dust, fumes, vibration, smoke, electrical and all other city, county, state and federal codes.

Business Related Vehicles

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

_____ Business related vehicles, including trailers, are vehicles owned and operated by a resident of the dwelling, which is used for business related activities.

_____ Home occupations shall be limited to eight (8) business related vehicular stops per day. Vehicles for delivery or pick up of business related supplies or products shall not exceed an average of two (2) per day.

_____ Business related vehicles may not exceed eight (8) feet in height. Exception: Delivery or pick up vehicles not owned operated by the owner or employees of the home occupation.

_____ Business related vehicles shall not exceed two (2) axles or twenty two feet in length individually.

Business Related Vehicles (continued)

No vehicle having more than two axles shall travel to the residence for the purpose of delivery of merchandise, goods or supplies for use in the home occupation.

There shall be no more than one (1) dedicated business related vehicle parked or being stored at the residence at any one (1) time and one (1) business related trailer.

Parking & Traffic

The home occupation shall not generate any traffic before 7 a.m. or after 8 p.m.

NO non-operable, non-licensed business vehicles may be stored on the residential property.

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.

Signs and Lighting

Signs are limited to one non-animated sign not larger than three (3) 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.

Neighborhood Disruptions

The home occupation shall not disrupt the peace, quiet and domestic tranquility of the neighborhood nor emit noise, odor, dust, fumes, vibration, smoke, electrical interference with the residential use of adjacent properties.

Violation

Any home occupation permit granted shall be void if the use has not commenced operations within 180 days of Zoning Board approval. If the business is no longer valid in the State of Wyoming, then the permit is automatically void. All permits expire in two years and require re-approval by the Zoning Board.

If at any time the home occupation is found to be in violation of this code, the permit can be revoked by the Zoning Board immediately.

Violation (continued)

No home occupation permit can be transferred to a different home or to a different party. If one of these conditions occur the business owner must apply for a new permit for the home occupation business.

Every home occupation business is required to obtain a business license from the City on an annual basis and pay the associated fee.

Date _____

Signature of Applicant _____

Home occupations are regulated by City Code and must be reviewed and approved by the Zoning Board.

For City Office Use Only

- If leasing, a letter from property owner allowing the premises to be used for specific home occupation.
- Mailing List
- Stamped Envelopes
- Business License Application

Is this business a permitted or conditional use in the zone in which the home occupation is to be located?

Permitted

Conditional

Zoning Board Actions _____ Approve _____ Deny

Date: _____

Approved Conditions: _____

Denied Reasons: _____

Zoning Secretary: _____ Date: _____