



HOME OCCUPATION PERMIT

APPLICATION REQUIREMENTS:

- ☐ Required processing fee of \$55.00 (fee subject to current adopted fee schedule)
- ☐ Description of the proposed Home Occupation use
- ☐ Signed and Initialed Home Occupation Standards and Agreement

Project Address/Location: _____ **APN:** _____

Owner / Applicant

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

DESCRIBE THE HOME OCCUPATION USE: _____

Property Owner Authorization:

By signing this application, I certify that I have reviewed this completed application and the attached material and consent to its filing. I agree to allow the Community Development Department to duplicate and distribute plans to interested persons as it determines is necessary for the processing of the application.

Permission to Access Property:

This section is to be completed by the **property owner** and/or occupant who controls access to the property. To adequately evaluate many project proposals Community Development Department Staff, Commissioners and City Council Members will have to gain access to the exterior of the real property to adequately review and report on the proposed project. Your signature below certifies that you agree to give the City permission to access the project site from 8 a.m. to 5 p.m., Monday through Friday, as part of the normal review of this planning application.

Applicant/Representative Certification:

I understand the City might not approve what I am applying for or might set conditions of approval. I agree to allow the Community Development Department to duplicate and distribute plans to interested persons as it determines is necessary for processing of the application.

Indemnification Agreement:

The Owner/Applicant shall defend, indemnify and hold harmless the City or its agents or officers and employees from any claim, action or proceeding against the City or its agents, officers or employees, to attack, set aside, void, or annul, in whole or in part, the City's approval of this project. In the event that the City fails to promptly notify the Owner / Applicant of any such claim, action or proceeding, or that the City fails to cooperate fully in the defense of said claim, this condition shall thereafter be of no further force or effect.

Property Owner Signature

Date

Applicant Signature

Date

FOR OFFICE USE ONLY:

Date Application Submitted: _____ Fee Collected: \$ _____ Receipt Number: _____

Date Application Approved: _____ Approved by Staff Member: _____



HOME OCCUPATION STANDARDS AND AGREEMENT

Home Occupation as defined in § 17.04.421 of the Marina Municipal Code: Any gainful occupation carried out within, and by any occupant of a dwelling unit, including, but not limiting to: handicrafts and similar activities; office use for a variety of types of businesses and occupations; teaching when limited to attendance of **ONE (1) pupil at a time**; sales and other like occupancies.

	Home Occupations must meet the following required conditions:	Initial:
A.	A business license is secured from the city finance department.	
B.	The use is clearly incidental and secondary to the use of the dwelling for dwelling purposes.	
C.	The business shall not require the installation of gas or electric power service more than normal dwelling requirements or place a load on garbage or sewer or community facilities beyond normal dwelling requirements.	
D.	The use does not change the character of dwelling or adversely affect the uses permitted in the residential district.	
E.	The use creates no significant additional vehicular or pedestrian traffic to the residence and requires no additional parking space or involves the repeated use of commercial vehicles for delivery of materials to or from the premises, beyond that normal to residential use;	
F.	No persons are employed in nor report to the home other than those necessary for domestic purposes.	
G.	Not more than 25 percent of the area of said dwelling including garage is used for such use.	
H.	No internal or external alterations or construction features not customary in dwellings is involved.	
I.	No sign, which identifies or advertises the business, shall be displayed on the property.	
J.	There shall be no storage or display of materials or products used in the business that are visible from the property.	
K.	There shall be no external evidence of business activity, including odors, construction materials, smoke or other particulate matter, heat, humidity, glare, electronic interference, noises, or vibrations.	
L.	The use cannot occupy required parking spaces, which includes a two-car garage for a single-family home.	
M.	There shall be no process used in the home occupation which is hazardous to public health, safety, or welfare. No toxic explosive, radioactive or other restrictive materials not normally used in a single-family dwelling shall be used or stored on the site.	
N.	The property owner must agree in writing to all proposed uses if the applicant is a renter and not a property owner.	

AFFIDAVIT:

I HEREBY ATTEST THAT I HAVE REVIEWED THE STANDARDS FOR HOME OCCUPATION IN THE CITY OF MARINA AND FULLY UNDERSTAND THEM AND, FURTHER, THAT I SHALL COMPLY WITH THE CITY OF MARINA'S HOME OCCUPATION STANDARDS AS SET FORTH HEREIN DURING THE COURSE OF OPERATING MY HOME OCCUPATION.

APPLICANT

DATE

SIGNATURE OF PROPERTY OWNER/AGENT (for rental property only):

I HEREBY AGREE TO THE PROPOSED HOME OCCUPATION USE FOR THE RENTAL PROPERTY AT: _____, MARINA, CALIFORNIA, TO BE CONDUCTED BY THE ABOVE-SIGNED TENANT PER CONDITION "N" ABOVE.

PROPERTY OWNER / AGENT FOR OWNER

(Circle One)

DATE