

HOME OCCUPATION SPECIAL USE PERMIT APPLICATION

OVERVIEW

The use of a dwelling unit for business purposes is allowed pursuant to the standards of [Section 2-3-2-4](#) of the City of Durango's Land use and Development Code (LUDC). The standards are intended to protect the residential function and physical character of the neighborhood in which the use is located.

This form provides the basic information about a home occupation proposal. It is the responsibility of the applicant to ensure that the application is completed in full and all required materials are included. It is the responsibility of the applicant to clearly demonstrate that the proposed activity complies with all applicable regulations. Incomplete or substandard applications may cause delays.

Signage, physical modifications that alter the residential character of the home, separate business entrances, outdoor displays and outdoors storage are not allowed as part of a home occupation. Only one employee who does not live at the residence may work at a home occupation and employees who work off-site shall not regularly gather at the dwelling unit. Additional restrictions are listed in [Section 2-3-2-4](#) of the LUDC.. Some home occupation requests require that the property be posted for ten (10) days to alert neighbors of the request. A decision regarding the requested Special Use Permit will be given within twenty-one (21) days from when a complete application is filed. All home occupations must maintain a current business license with the City.

PROPERTY AND CONTACT INFORMATION

BUSINESS NAME: _____

PROPOSED PHYSICAL ADDRESS: _____

APPLICANT'S NAME: _____

MAILING ADDRESS: _____

PHONE: _____

E-MAIL: _____

Are you the owner of the referenced property?

YES

NO

If you do not own the property, you must include a letter from your landlord stating the he/she approves of the proposed use for the property. As the applicant, you can draft the letter and have your landlord sign it.

DESCRIPTION

SUMMARY

Briefly describe the nature of the business including types of products and services to be provided.

THERE ARE ADDITIONAL QUESTIONS ON THE FOLLOWING PAGE.

HOME OCCUPATION SPECIAL USE PERMIT APPLICATION

OPERATIONAL INFORMATION

1. Will there be any employees located at this house?

- YES
 NO

If yes, how many? _____

2. Will any clients ever come to the house?

- YES
 NO

If yes, how many and how often? _____

3. Other than personal vehicles, are there any vehicles associated with the home occupation?

- YES
 NO

If yes, how many, what type of vehicles, and where will they be stored?

4. Are you proposing to store any materials on the premises for this home occupation?

- YES
 NO

If yes, what type of materials will be stored? _____

If yes, where are the materials stored? Are they indoors, outdoors, covered, screened?

ACKNOWLEDGMENT AND AUTHORIZATION

The undersigned authorizes the Community Development Department to proceed with processing this application under the requirements of the City of Durango Land Use and Development Code (LUDC). The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.

Applicant: _____ **Date:** _____

DEPARTMENT USE ONLY

Application Received By: _____ **Date:** _____ **Project #:** _____

Fee Required: _____ **Paid On:** _____ **Receipt #** _____

Application Accepted as Complete for Processing on: _____