



Applying for a Major Home Occupation License

The term “Major Home Occupation License” refers to a home occupation which either requires a client to come to the home or which may result in neighborhood impacts if not properly managed. Major Home Occupations may be authorized as an accessory use in a residential zone if the use complies with special conditions provided by the Community Development Director or Planning Commission. Specified conditions and development plans associated with a Major Home Occupation License may only be amended by the Director or Planning Commission. The Major Home Occupation License is revocable by the City if any of the conditions are violated.

Overview:

Major Home Occupation License applications are reviewed by staff and/or the Planning Commission to determine compliance with the City code.

Application Fee (non-refundable):

- Major Home Occupation License fee is the applicable Business License Fee

Option 1: Notice to Neighboring Property Owners: Signatures of approval of all abutting and adjacent property owners on a form provided by the Community and Economic Development Division. If all the required signatures are obtained, the director or designee will approve, approve with conditions, or refer the application to the planning commission to be considered as a major home occupation.

Option 2: If all the required signatures cannot be obtained, the applicant may request the application be referred to the planning commission to be considered as a major home occupation.

Meeting Dates:

Who?	Planning & Zoning Commission
When?	1 st & 3 rd Thursday of each month at 6:30 p.m.
Where?	Murray City Hall Council Chambers, 5025 South State Street

Application Process:

Step 1. Contact the Planning Division. Meet informally with a member of the planning division staff to discuss your proposal and review the issues, procedures and fees associated with the application.

Step 2. Submit Application: For all major home occupation applications please submit the following information:

- Completed Major Home Occupation License application form.
- Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit has been provided on the back of the application form.
- If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on the back of the application form).
- A complete description of the type of business proposed including the location of the storage and operations area for the home occupation;
- A listing of the individuals who will be engaged in, volunteer, or be employed by the licensee;
- The expected hours of operation of the business;
- The expected number of clients per hour and total expected number of clients visiting the home per day;
- Two (2) copies of a legible site plan paper copies and one (1) electronic copy of the proposal to include the following:
 - Include the project name and exact street address.
 - Accurate dimensions of the subject property, drawn to scale (i.e. 1"=10', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
 - Property lines, adjoining streets, right-of ways, waterways, easements, etc. with dimensions.
 - Location and dimension of existing and proposed buildings, entries and exits, driveways, parking areas, landscape areas, sidewalks, retaining walls, fences, exterior lighting, dumpster enclosures, etc.
 - Off-Street parking for employees and clients.

*All plans submitted with the application will not be returned to the applicant and are the property of Murray City.

Step 3. Attend Planning Commission Meeting. The applicant will be sent a copy of the planning commission agenda and staff recommendation in advance of the meeting date. Information on the agenda will give the date, place and time of the meeting. The applicant or an authorized representative must be in attendance at the meeting. If no applicant is present, the Planning Commission

may move on to the next agenda item. It will be up to the applicant to reschedule another hearing date and pay the appropriate fee. The applicant should be prepared to present the proposal in detail and answer questions from the Planning Commission members and other interested parties. An application may be “tabled” or “continued” if the Planning Commission needs additional information or time to consider the application. The Planning Commission will then make a motion to approve or deny the request.

Appeal of Planning Commission Decision:

Anyone aggrieved with a decision of the Planning Commission may appeal the decision to the Board of Adjustment. The appellant may be the applicant, neighboring property owner, an effected resident, or even the City itself. Appeals must be in writing and received by the Community Development Division within thirty (30) days of the Commission’s decision. Appeals must contain all pertinent documents and state the reason(s) for the appeal. Payment of a fee is required at the time of filing.



MAJOR HOME OCCUPATION APPLICATION

Name of Business: _____

Business Address: _____

Parcel Identification (Sidwell)
Number: _____

Parcel Area: _____ Current Use: _____

Floor Area: _____ Zoning Classification: _____

Name of Business
Owner: _____

Address of Business
Owner: _____

City, State,
ZIP: _____

Daytime Phone #: _____ Fax #: _____

Email Address: _____

Detailed description of business and impact on residential use: _____

Authorized Signature: _____ Date: _____

Property Owners Affidavit

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application: that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

Residing in _____

My commission expires: _____

Agent Authorization

I (we), _____, the owner(s) of the real property located at _____, in Murray City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the above described real property, and authorize _____ to appear on my (our) behalf before any City board or commission considering this application.

Owner's Signature

Owner's Signature (co-owner if any)

State of Utah

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County of Salt Lake

On the _____ day of _____, 20 _____, personally appeared before me _____ the signer(s) of the above *Agent Authorization* who duly acknowledge to me that they executed the same.

Notary public

Residing in _____

My commission expires: _____