



**HOME OCCUPATION APPLICATION**  
**2023 Zoning Development Permit (ZDP)**  
(Revised 1/1/2023)

Project # \_\_\_\_\_  
Fee \$59.00 + Business License Fee

**1. Applicant Information**

- a. Applicant Name \_\_\_\_\_
- b. Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_
- c. E-mail Address \_\_\_\_\_
- d. Name of Proposed Business \_\_\_\_\_


**2. Home Information**


- a. Site Address \_\_\_\_\_
- b. Legal Description Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_
- c. Zoning District of Home \_\_\_\_\_
- d. Square Footage of Home \_\_\_\_\_
- e. Parking Spaces On-Site \_\_\_\_\_

**3. Home Occupation Information**

- a. Provide a Description of the Home Occupation (including work done outside the residence). If chemicals are used, a Material Safety Data Sheet list must be attached.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- b. Square Footage of Home to be Utilized for Home Occupation \_\_\_\_\_  
A Floor Plan showing the area to be utilized for the Home Occupation is required. (Please attach to application on a separate sheet.)
- c. Is your product or service self-produced? Yes      No
- d. How many customers do you anticipate to visit in a week? \_\_\_\_\_
- e. What will be your hours of operation? \_\_\_\_\_
- f. Will materials or merchandise be sent or received? Yes      No  
If "Yes", explain: \_\_\_\_\_
- g. Has applicant obtained a Woodland Park Business License? Yes      No  
(Business License application forms can be obtained at City Hall.)

4. **Certification** The undersigned applicant certifies under penalties of perjury that the information found in the application is true and accurate to the best of his/her knowledge and understands that the proposed Home Occupation will operate in accordance with this application, all provisions of the City of Woodland Park's Zoning Regulations, other applicable City Regulations, and conditions imposed upon the issuance of this Permit.

 Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

 Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_



ZDP Approved by \_\_\_\_\_ Date \_\_\_\_\_

Conditions of Approval

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**Note: The following is an excerpt from City of Woodland Park Municipal Code and is intended as a guideline for Home Occupation applicants. For further questions, contact 687-5202.**

**18.06.250 Home Occupations** "Home Occupations" means any occupation or profession conducted entirely within a dwelling unit and which meets the standards of Section 18.33.150 of this title.

**18.33.150 Home Occupation Standards**

- A. The home occupation or profession shall be conducted within a dwelling unit.
- B. The home occupation shall occupy no more than twenty five percent (25%) of the total gross floor area of the dwelling unit.
- C. The home occupation use shall be clearly incidental and subordinate to the use of the dwelling unit for residential purposes.
- D. Display or storage of goods or materials in the premises is limited to the area provided for the home occupation.
- E. No article may be sold or offered for sale on the premises of the home occupation except such as may be produced by residents of the dwelling residing on the premises.
- F. There shall be no exterior displays, storage, vehicles or other exterior indication of the home occupation or variation from the residential nameplates, in accordance with Section 18.48.020 (B).
- G. The home occupation shall not create noise, dust, vibration, smell, smoke, glare, electrical interference, fire hazard, congestion to traffic flow, parking problems or any other nuisance or hazard which is perceivable at or beyond the lot lines of the lot in which the dwelling is located.
- H. No excessive traffic shall be generated by the home occupation.
- I. The home occupation shall provide for only the minimum off-street parking spaces required.
- J. The home occupation shall not unduly interfere with public use of adjoining streets, alleys, or driveways.
- K. The home occupation shall not require internal or external alterations or construction features or equipment or machinery not customarily found in a residential dwelling.
- L. The receipt or delivery of merchandise, goods or supplies for use in the home occupation shall be limited to the United States mail, similar parcel delivery service or private vehicles with a gross vehicle weight rating (GVWR) of ten-thousand pounds or less.
- M. The home occupation shall have a valid license from the City.
- N. The home occupation shall be required to secure an approved zoning development permit. Prior to permit approval the zoning development permit application shall be reviewed by the Fire District fire inspector and the following City departments:
  1. Police
  2. Building
  3. City Clerk
  4. Public Works
  5. Planning

**Note: Planning Department will also ask additional Departments (e.g., Utilities and Finance) for review on an as needed basis depending on the purpose of the permit.**

- O. The home occupation activity shall be limited to the hours between 7:00 AM and 10:00 PM.