



WEST VALLEY CITY

Planning & Zoning

MAJOR HOME OCCUPATION APPLICATION

For property located at:

FEE: \$200

Date _____

Application # _____
(Staff Use)

Property Owner* _____ Phone _____

Mailing Address _____

Developer/Agent _____ Phone _____

Mailing Address _____

E-mail Address _____

Parcel (sidwell) # _____ Legal Description: Please Attach

Zone Designation _____ Name of Subdivision _____

Plans must be submitted electronically. Consult staff on how to submit plans. For a complete application submittal, please provide everything listed under the Application Checklist, as well as a letter addressing the following:

1. What is the proposed use?
2. What type of modifications to the residence or areas of the home are anticipated because of the proposed use? (A maximum of 25% of the area of any one floor of the home can be used for the home occupation.)
3. What provisions are available for parking?
4. How many persons will be coming to the home as a result of this application?
At one time _____ During a daily interval _____
5. Describe any signage you may want with our business.

*Current property owner must sign application (see next page)

AFFIDAVIT

PROPERTY OWNER

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge.

(Property Owner)

(Property Owner)

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

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorize as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Property Owner)

(Property Owner)

Dated this _____ day of _____, 20____, personally appeared before me _____, the signer(s) of the above agent authorization who duly acknowledged to me that they executed the same.

(Notary)

Residing in Salt Lake County, Utah

My commission expires: _____



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MAJOR HOME OCCUPATION INFORMATION SHEET

APPLICATION CHECKLIST

Complete the attached application form. Incomplete or inadequate information may result in your case being delayed until complete and adequate information is supplied. There is a filing fee to help defray the costs of advertising, public hearings and staff review. This is a non-refundable fee which must be submitted at the time of application and is listed on the application form. For your application to be complete, you must also submit the following:

- **Proof of Ownership** - The current property owner must be the applicant but may designate an authorized agent to act in his behalf. Proof of ownership may include a County Recorder's printout indicating ownership with corresponding parcel number, a Warranty Deed or tax notice. Other forms of proof may be submitted to the City Attorney for approval.
- **Letter of Intent** - Please include an explanation letter to outline your request.
- **Development Plans** - The staff will assist you in determining what plans are required, which items should be emphasized and the detail necessary for your request. A typical submittal will include a site plan and floor plans. Please remember that the information you submit will be the basis for review by the Planning Commission. Be as complete as possible. If you have any questions, please ask for assistance by calling 801-963-3282.

APPLICATION PROCESSING

All plans are to be submitted electronically in PDF format. A copy of the staff analysis is available on the Monday before the public hearing. The planning staff will be in contact with you in the week preceding the hearing to review all comments and issues. If you have any additional information, please feel free to contact the staff prior to the hearing.

PUBLIC HEARINGS

The Planning Commission meets the second and fourth Wednesday of the month and you must submit your application at least three weeks in advance of the hearing date. The public hearing by the Planning Commission begins at 4:00 p.m. in the City Council Chambers, West Valley City Hall, 3600 Constitution Boulevard. The meeting is also available via Zoom. The Zoom link for the meeting can be found at the top of the meeting agenda posted on the City website. You or your appointed representative must be available in-person or online for the public hearing to explain your case and answer questions. In addition, a study session/field trip is held on Wednesday at 3:30 p.m. one week prior to the hearing. The study session/field trip is open to the public; however, no public testimony may be heard or considered by the Planning Commission at this meeting.

Typically, the Planning Commission will make a final decision on your request the day of the public hearing. They will either approve, approve with conditions, continue, or deny the application. You will receive written notice of the decision approximately one week after the hearing date.

A conditional use approval expires 12 months from the date the Planning Commission approval is given if the applicant does not obtain a building permit and commence construction or does not obtain a business license.



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Next Planning Commission Meeting _____

Filing Deadline _____

(3 weeks prior to hearing date)

APPEALING A DECISION OF THE PLANNING COMMISSION

Any person wishing to appeal a decision of the Planning Commission must file the appeal with the City Recorder within 10 days of the final decision of the Planning Commission.