



**Town of Carbondale
Home Occupation
Checklist**

(970) 963-2733

Project Name:

Applicant:

Applicant Address:

Location:

Project #:

Date:

Staff Member:

Home Occupation Criteria

1. The practitioner of the home occupation is the occupant of the home.
2. The use is entirely operated within the primary dwelling or accessory building or a combination of both.
3. The home occupation has no more than two employees or regular assistants working on the premises who do not reside in the principal dwelling.
4. The operator of a home occupation does not allow any external indication of the home occupation except for signs in conformance with Section 18.50. No material shall be stored or displayed outside of a building on the property.
5. Any accessory building used for the home occupation conforms to all Town Code Requirements.
6. The total floor area devoted to the home occupation shall not use more than 20% of the gross floor area or 500 sq. ft. of the principal dwelling, whichever is less; not more than 500 sq. ft. of the accessory building; and in no case shall the entire area used by the home occupation if both principal and accessory building are used exceed 500 sq. ft.
7. The home occupation may not generate more than ten one-way trips per day and no more than two vehicles may be parked in the vicinity of the home which are related to the home occupation excluding the personal vehicles of the occupants.
8. The home occupation shall not require a vehicle with more than a single rear axle or a Weight Capacity of 5 tons or more to be brought into the vicinity of the home for delivery or other purposes.
9. The home occupation shall not create noise, vibration, smoke, dust, odors, heat or glare detectable outside of the building in which the uses are conducted and shall meet all criteria in Section 18.50.40.
10. Externally visible activities of a home occupation (deliveries, visitors, etc.) shall be limited to the hours between 7:00 a.m. and 9:00 p.m. local time.

Required Attachments

- Filing Fee of \$100
- A written statement indicating how the proposed home occupation will be operated and that it will conform to the requirements of the Town Code.
- Sketch of the floor plan with dimensions of structure in which the home occupation is to be located and indicating area with dimensions within the structure which will be used for the home occupation.
- A site plan showing the footprint and proposed use of all buildings, proposed parking configuration, description of any modifications proposed and other details necessary to demonstrate the the proposed use and site conform with all requirements of the zone district and Home Occupation use

requirements.

Additional information including:

MUNICIPAL CODE 1.30.030

ACKNOWLEDGEMENT

1.30.030 Professional Fees

The Town has incorporated a limited amount of review time in certain land use applications for the town attorney or town engineer. If the billing involved in a particular application is more than the cost of that allocated above, the applicant shall reimburse the town for such professional services in excess of the included amount.

I declare that I have read the excerpt from the Town of Carbondale Municipal Code 1.30.030 Professional Fees. I acknowledge that it is my responsibility to reimburse the Town for all fees incurred as a result of this application that are in excess of that anticipated by the Chapter 1.30 of the Municipal Code.

Applicant Acknowledgement Signature:

Date:

Owner Acknowledgement Signature:

Date: