



GLENN COUNTY
PLANNING AND PUBLIC WORKS AGENCY
777 North Colusa Street
Willows, CA 95988
(530) 934-6540
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www.countyofglenn.net



INSTRUCTIONS FOR FILING APPLICATION FOR HOME OCCUPATION

Home occupations may be permitted in the “RZ”, “FA”, “AE”, “AT”, “RE”, “RE-NW”, “R1”, “RM”, “AP”, and “FS” zones.

Please consult with the Planning and Public Works Agency prior to submitting an application to ensure compliance with all requirements of the Glenn County Code. The current application fee is as listed in the Glenn County Master Fee schedule.

It is advisable to obtain Building Department and Health Department requirements prior to submitting an application. The applicant shall submit evidence that the proposed operation meets the requirements of the Glenn County Health Department at the time the application is submitted. This application is for the use of the property and in no way guarantees the acceptability of the site for onsite sewage disposal systems.

An Administrative Permit is required for home occupations on parcels of ten acres or more in size when the use will be located in a building other than the primary residential structure

A Conditional Use Permit is required for home occupations on parcels less than ten acres in size when the use will be located in a building other than the primary residential structure.

No home occupation permit shall be issued for automobile, truck, or heavy equipment repair.

Home occupations shall mean any use customarily conducted entirely within a building or screened from public view and carried on by the owners and occupants of the residence thereof. The use shall be incidental and secondary to the residential use and does not change the character thereof or shall not adversely affect the uses permitted in the same zone of which it is a part, but would require a conditional use permit (Glenn County Code §15.780.010).

The following information shall be included so that a complete evaluation of the proposal can be conducted. The following list is intended to meet the requirements of State of California Government Code Section 65940.

APPLICATION CHECKLIST:

1. The application form shall be properly filled out and signed by the applicants and ALL property owners. All property owners shall sign (husband and wife) or a Power-of-Attorney shall be submitted specifically authorizing a designated person to sign the application. If the property owner is a corporation, a Resolution from the corporation authorizing this application shall be submitted. The Resolution shall indicate an individual or individuals who are authorized to sign the application on behalf of the corporation.
2. One copy of the current Grant Deed. The grant deed must include a legal description of the property for which the project is being proposed.
3. One copy of the current County Assessor's Map with the property for the proposed Home Occupation delineated on the map shall be submitted with the application.

4. **SITE PLAN REQUIREMENTS:**

Five (5) copies of a clear and legible site plan shall be submitted with the application. Additional copies of the site plan shall be submitted to the County upon request. For complex projects, it is recommended that the site plan be prepared by a professional engineer. The site plan shall be at least 8.5 inches by 11 inches. It shall be large enough to show all information clearly and shall be drawn using an engineer's scale. A legible and reproducible reduction of the site plan is also required if presented on sheets larger than 11 inches by 17 inches. The site plan shall contain the following information unless it doesn't apply to the specific project or project location:

- (a) Name, mailing address, and phone number of applicant(s).
- (b) Name, mailing address, and phone number of property owner(s).
- (c) Name, mailing address, and phone number of engineer or person who prepared the map (if applicable).
- (d) Current Glenn County Assessor's Parcel Number(s) and property address (if applicable).
- (e) North arrow and scale. The site plan shall be drawn so that north faces the top of the page and shall be drawn to a scale. The scale of the site plan shall be indicated (i.e. graphic bar scale, verbal scale, representative fraction).

- (f) All property dimensions and acreage. Parcels less than one acre in area may be noted in square feet.
- (g) Locations of all existing and proposed buildings and structures including their dimensions (LxW), height (H), and distances to all property lines (setbacks). The distances between all proposed and existing buildings and structures shall also be shown. Proposed buildings and structures shall be clearly differentiated from existing buildings and structures. All buildings and structures shall be labeled according to their type of use. Any existing buildings or structures proposed to be removed shall be identified.
- (h) Names, locations, and dimensions of all existing adjoining/adjacent streets or roads, width of road right-of-ways, and location of center of roads. Also show the locations and dimensions of existing and proposed driveways, on-site curbs, gutters, sidewalks, road surface widths, and possible future street continuations.
- (i) The widths, location, and purpose of all existing and proposed easements on-site and show or describe off-site access easements serving the project.
- (j) Existing and proposed walls, fences, and landscaping including location, height, and type. All equipment and materials storage areas adjacent or in any residential zone shall be screened by walls, fences, or landscaping to a height of at least six (6) feet (Glenn County Code §15.780.020.N).
- (k) Locations and dimensions of all existing and proposed utilities including pipelines, sewer lines, irrigation and drainage facilities, fire hydrants within 300 feet of the project site, water wells, septic tanks and drain (leach) fields. Include a list of all firms and/or public districts supplying utility services. Sewage disposal and water supply shall comply with the Health standards (Chapter 15.660 & 15.670 of the Glenn County Code).
- (l) Existing and proposed off-street parking areas in accordance with Chapter 15.610 of the Glenn County Code. The locations, number of spaces, dimensions, type of surfacing, and internal circulation pattern shall be shown. Include any concrete curbing or retaining walls. A minimum of one (1) parking space shall be provided for any home occupation requiring customers to visit the site in addition of the parking requirements of the principal residence (Glenn County Code §15.780.020.R). The number of customers coming to a home occupation shall be limited to five (5) per day (Glenn County Code §15.780.020.X). Garages and carports will count as off-street parking. Garages and carports will count as off-street parking.

- (m) Locations and dimensions of open and outdoor storage. Outdoor storage shall comply with Glenn County Code §15.560.110.
 - (n) The location and dimensions of a proposed sign. One on-site sign is permitted advertising the home occupation, not to exceed two (2) square feet in total aggregate area; no lighted signs are allowed (Glenn County Code §15.780.020.P). Indicate on a separate detailed drawing, the size, height aboveground if free standing, and what will be on the face of the sign. Signs shall comply with the standards of Chapter 15.620 of the Glenn County Code.
 - (o) Locations of all watercourses including FEMA 100-year floodplain, reservoirs, rivers, creeks, ponds, and irrigation canals. Also illustrate mature trees, rock outcroppings, and similar natural features.
 - (p) Identify any other information on the site plan which may be pertinent to the specific project or site.
5. A clear and legible written narrative shall be submitted on a separate sheet of paper which details the proposal. The narrative shall include: physical features of the site, proposed improvements, proposed uses or business, proposed hours of operation, number of employees, anticipated customers, traffic count, etc.

In order to consider approval of the Home Occupation Permit, the application should demonstrate that the proposal would meet all permit requirements as listed under Section 15.780.020 of the Glenn County Code.

15.780.020 Permit Requirements:

- A. *A Home Occupation Permit Application shall be submitted to the planning authority;*
- B. *No person other than members of the family residing on the premises shall be engaged in such occupation when it is located in a Residential Zone. A maximum of two employees may be employed when the use is located in an agricultural zone;*
- C. *Not more than twenty-five (25%) of the floor area of the dwelling unit shall be used in the conduct of the home occupation;*
- D. *A Conditional Use Permit shall be required for home occupations on parcels less than ten acres in size when the use will be located in a building other than the primary residential structure;*
- E. *An Administrative Permit and a Site Plan Review shall be obtained from the planning authority for home occupations on parcels of ten acres or more in size when the use will be located in a building other than the primary residential structure;*
- F. *The home occupation may be conducted in a detached accessory building;*

- G. *In no way shall the appearance of the structure be so altered or the conduct of the occupation within the structure be such that the structure may be reasonably recognized as serving a nonresidential use;*
- H. *No equipment or process shall be used in such home occupation which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot if the occupation is conducted in a single family residence or outside the dwelling unit if conducted in other than a single family residence. In the case of electrical interference, no equipment or process shall be used which creates a visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises;*
- I. *The home occupation shall not generate pedestrian or vehicular traffic in excess of that customarily associated with the zone in which the use is located;*
- J. *All maintenance or service vehicles and equipment, or any vehicle bearing any advertisement related to the home occupation or any other similar vehicle shall be garaged or stored entirely within a building or structure. Such vehicle shall not have more than two axles;*
- K. *There shall be no use of utilities or community facilities beyond that normal to the use of the property for residential or agricultural purposes as defined in the zone;*
- L. *There shall be complete conformity with fire, building, plumbing, electrical and health codes and to all federal, state and County laws or ordinances;*
- M. *The sale of merchandise on the subject lot shall be directly related to and incidental to the home occupation. Retail sales of products not produced or processed on the premises shall be prohibited;*
- N. *All equipment and materials storage areas adjacent or in any residential zone shall be screened by walls, fences, or landscaping to a height of at least six (6) feet;*
- O. *Hours of operation shall be limited so as not to interfere with the character of the neighborhood and shall be set by the director. Hours of operation in a Residential Zone shall be between 8:00 A.M. and 5:00 P.M. Monday through Friday. Hours of operation in an Agricultural Zone shall be between 7:00 A.M. and 7:00 P.M. seven days per week;*
- P. *One on-site sign is permitted advertising the home occupation, not to exceed two (2) square feet in total aggregate area. No lighted signs are allowed;*
- Q. *Only those buildings or parking areas as specifically approved may be utilized in the conduct of the home occupation;*
- R. *A minimum of one (1) parking space shall be provided for any home occupation requiring customers to visit the site in addition of the parking requirements of the principal residence;*
- S. *The applicant for a home occupation shall submit evidence that the proposed operation meets the requirements of the Glenn County Health Department at the time the application is submitted to the planning authority;*
- T. *The director, or his representative, shall have the right to inspect the premises at any time in order to insure compliance with this Code and with the Conditions of Approval;*

- U. *The home occupation shall conform with the development standards in the applicable zoning district and all other requirements of the Glenn County Code and State and Federal Laws;*
- V. *All uses shall be enclosed within a building or completely screened from public view;*
- W. *The building for the home occupation and the residential dwelling, together, shall not exceed the maximum lot coverage allowed in the General Plan for the land use designation;*
- X. *The number of customers coming to a home occupation shall be limited to five (5) per day;*
- Y. *That no home occupation permit shall be issued for automobile, truck, or heavy equipment repair. This type of business as determined by the director shall be permitted only in the individual zoning districts where it is allowed;*
- Z. *Owners of home occupations are notified that if the business grows and cannot meet the requirements of this code section in the future they may have to apply for a Conditional Use Permit for the business or may have to relocate the business to a zone where it is permitted depending on the regulations of the individual zoning district.*

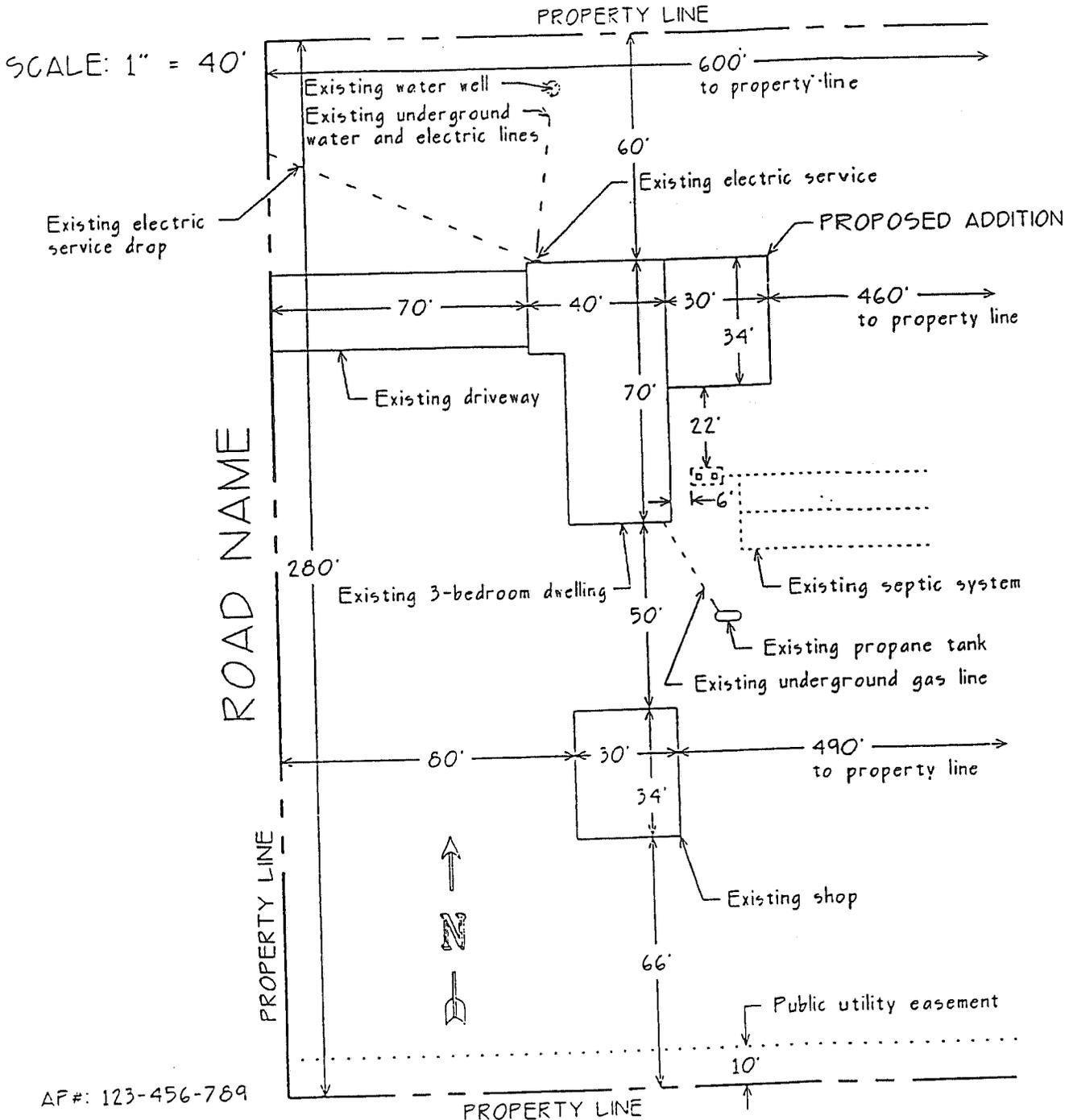
According to Section 65943 of the California Government Code, your application shall be reviewed by the County within 30 days from the filing date to determine the completeness of the application. You shall receive written notice if the application is determined to be incomplete. Please note that acceptance of the application as complete is not an indication of approval.

If the application is deemed incomplete for further processing, the applicant may appeal this decision to the Planning Commission by filing a Notice of Appeal with the Planning & Public Works Agency within ten (10) days from the date of the written notice (Glenn County Code §15.050.040). The Notice of Appeal shall be submitted in writing and accompanied by appeal fee as listed in the Glenn County Master Fee Schedule.

The Planning & Public Works Agency or any other reviewing agency may, in the course of processing the application, request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application. According to Section 65944(C), additional information may be requested in order to comply with Divisions 13 of the State of California Public Resources Code.

EXAMPLE OF A PLOT PLAN

Must be drawn to 1" = 40' or 1" = 20' scale



- Location and distance between proposed and existing buildings-
- Building setbacks from property lines-
- Location of sewage systems (proposed or existing), own water supply or well location -
- Easements (roads or utility)-
- North direction, scale and street names-

Make a complete plot plan even if you are only building an addition to an existing building. Show accessory buildings as well as the proposed addition, as this is important in determining your compliance with lot coverage regulations.

HO _____

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NOTE: FAILURE TO ANSWER APPLICABLE QUESTIONS AND REQUIRED ATTACHMENTS COULD DELAY THE PROCESSING OF YOUR APPLICATION.

1. Applicant(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

2. Property Owner(s):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

3. Engineer/Person who Prepared Site Plan (if applicable):

Name: _____

Mailing Address: _____

Phone:(Business) _____ (Home) _____

Fax: _____ E-mail: _____

4. Name and address of property owner's duly authorized agent (if applicable) who is to be furnished with notice of hearing (Section 65091 California Government Code).

Name: _____

Mailing Address: _____

5. Request or Proposal: _____

6. Address and Location of Project: _____

7. Current Assessor's Parcel Number(s): _____

8. Existing Zoning: _____

9. Existing Use of Property: _____

10. Provide any additional information that may be helpful in evaluating this proposal: _____

DECLARATION UNDER PENALTY OF PERJURY

(Must be signed by Applicant(s) and Property Owner(s))
(Additional sheets may be necessary)

The Applicant(s) and/or Property Owner(s), by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the County, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against the foregoing individuals or entities, the purpose of which is to attack, set aside, void or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to, damages, costs expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement whether or not there is concurrent passive or active negligence on the part of the County.

Applicant(s):

Signed: _____

Print: _____

Date: _____

Address: _____

I am (We are) the owner(s) of property involved in this application and I (We) have completed this application and all other documents required.

I am (We are) the owner(s) of the property involved in this application and I (We) acknowledge the preparation and submission of this application.

I (We) declare under penalty of perjury that the foregoing is true and correct.

Property Owner(s):

Signed: _____

Print: _____

Date: _____

Address: _____