



**Planning Department  
Application Packet**

**HOME OCCUPATION PERMIT**

**DESCRIPTION:** A home occupation permit allows the operation of certain businesses within a residence or on property used for residential purposes. A home occupation must be conducted entirely within the residential dwelling unit, or within a garage, workshop or accessory building that is allowed in conjunction with a residential dwelling.

**APPLICATION AND REVIEW PROCESS:** Applications for a home occupation permit are submitted to the Alpine County Planning Department. The type of home occupation will determine whether the permit is reviewed by staff only (administrative review) or by the Alpine County Planning Commission. The uses listed below are examples and are not a complete list of home occupations.

<b><u>ADMINISTRATIVE REVIEW</u></b>	<b><u>PLANNING COMMISSION REVIEW</u></b>
Home offices Agricultural businesses in agricultural zoning districts Small family day care homes Limited arts and crafts fabrication Businesses serving food or beverages prepared for consumption on the premises Photo developing Radio and television repair, no sales allowed Upholstering services, no furniture sales allowed	Barber and beauty shops (limited to 1 chair) Bicycle repair (no display or sales allowed) Carpentry and cabinet work Dance instruction (five or fewer students) Laundering service (no dry cleaning) Medical and dental offices (one chair, one examination room) Private schools with organized classes Bed and Breakfast (in AG, RE, RN and NC zones – there are density requirements)

**TRANSIENT LODGING AS A HOME OCCUPATION:** Transient lodging (short term rental of a residential dwelling) is allowed as a home occupation. Outside of the Kirkwood and Bear Valley ski resorts, a home occupation permit is required for transient lodging. Staff initially reviews home occupation permits for transient lodging. Notice of the permit application is sent to all property owners within 300 feet of the site (lot) where the use is proposed. If any opposing comments are received, the permit must be reviewed by the Alpine County Planning Commission at a public hearing.

**APPEALS:** Decisions by the Planning Department or Planning Commission may be appealed to the Board of Supervisors in accordance with Section 18.88 of the Alpine County Code.

**FEES:** Administrative - \$25.00  
Planning Commission Review - \$150.00  
Transient Lodging - \$150.00  
Expanded Use - \$250.00

**CONDITIONS OF APPROVAL:** Home occupations must comply with the following conditions of approval:

- The use does not involve the sale of products other than what is handcrafted or prepared by the occupants of the residence, or which are related and incidental to a service being provided
- The use complies with the floor area limitations contained in Section 18.70.040 of the Alpine County Code
- No outside storage of equipment or supplies for the home occupation is allowed
- No outside alteration of the building is allowed
- The use is not apparent beyond the boundaries of the site (outside tables for restaurant use excepted)
- The use does not create any noise, odor, dust, vibration, fumes or smoke which is readily discernable at the boundaries of the parcel where the use is located
- Signs shall comply with the requirements of Section 18.74 of the Alpine County Code
- Use of utilities or community facilities will not exceed that which is considered normal for a residential use
- Only one home occupation per parcel is allowed
- The home occupation must be operated by the owner or occupant of the dwelling
- The number of non family employees is in compliance with Section 18.70.040 of the Alpine County Code
- The use shall not create pedestrian or vehicular traffic in excess of the normal traffic within the zoning district where the use is located
- The use complies with all Covenants, Conditions and Restrictions (C,C&Rs) which are applicable to the property
- All residential and business related parking must be contained within the site. No off site parking is allowed.
- The use shall comply with all other applicable regulations of state and local agencies including the Uniform Building Code, Uniform Fire Code, health and safety standards and business licensing requirements.

**EXCEPTIONS FOR AN EXPANDED HOME OCCUPATION:** Exceptions to the limitations in the conditions of approval may be granted by the Planning Commission through approval of a conditional use permit. A conditional use permit is a separate process from a home occupation permit. More information on this type of conditional use permit is available from the Alpine County Planning Department.

**PRE-APPLICATION MEETING AND APPLICATION CHECKLIST:** Applicants are encouraged to meet with the Planning Director to discuss the proposal and County requirements prior to submitting an application. During this meeting, the applicant and the Planning Director can review the application checklist together and note the items that will be required. The Planning Director will determine if items are required or not required based on the nature and location of the proposal. Applicants should check with the Planning Director before assuming that any of the items listed in the application checklist are not applicable. Multiple copies of some or all of the application materials may be required. The Planning Director will determine the number of copies required.

**ADDITIONAL INFORMATION:** Please contact the Alpine County Planning Department:

Address: 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Phone: 530-694-2140  
 Fax: 530-694-2149  
 Email: zwood@alpinecountyca.gov

Required		HOME OCCUPATION PERMIT APPLICATION CHECKLIST
Yes	No	
		1. Application form completed and signed by the applicant.
		2. Property owner’s written authorization to proceed with the project. This can be in the form of the owner’s signature on the application form, or separate letter of authorization.
		3. A written description of the proposed use including: <ul style="list-style-type: none"> <li>a. Type of use including a description of the products and/or services to be provided</li> <li>b. Location and area (in square feet) required for the proposed use</li> <li>c. Number of paid, non family member employees</li> <li>d. Expected amount of traffic that will be generated by the home occupation use including traffic from customers, employees and deliveries of supplies</li> </ul>
		4. A site plan of the property or site where the use will be located, legibly and accurately drawn to a scale that is adequate to clearly show the location of all structures, parking areas and other improvements necessary for both the residential and home occupation use on the property.
		5. Floor plans of all structures intended to house the home occupation, legibly and accurately drawn to a scale that is adequate to clearly show the areas where the home occupation will be located.



**APPLICATION FOR DEVELOPMENT**

Alpine County Planning Department  
 50 Diamond Valley Road  
 Markleeville, CA 96120  
 Tel: (530) 694-2140, Fax: (530) 694-2149

<b>OFFICIAL USE ONLY</b>	
Received by _____	
Date _____	
Deposit/Fees paid _____	
Receipt # _____	
Case # _____	

**PROJECT AND SITE INFORMATION**

Project Name	
Project Location/Address	
Assessor Parcel Numbers	
Parcel Size	Existing Uses

**PROPERTY OWNER INFORMATION**

Name			
Address			
City	State	Zip	
Phone	Fax	Cell	Email

**APPLICANT/AGENT INFORMATION (If different from property owner)**

Name			
Address			
City			
Phone	Fax	Cell	Email

**TYPE OF APPLICATION**

<input type="checkbox"/> Code Amendment	<input type="checkbox"/> Lot Line Adjustment	<input type="checkbox"/> Tentative Tract Map
<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Preliminary Review	<input type="checkbox"/> Variance
<input type="checkbox"/> Envelope Modification	<input type="checkbox"/> Surface Mining Permit	<input type="checkbox"/> Zone Change
<input type="checkbox"/> General Plan Amend.	<input type="checkbox"/> Tentative Parcel Map	<input type="checkbox"/> Other _____

**AUTHORIZATION AND ACKNOWLEDGEMENTS**

I certify that the information and exhibits I have submitted are true and correct to the best of my knowledge. In filing the application I am acting with the knowledge and consent of those persons who are owners of the subject property or are parties to this application. I understand that all materials required by Alpine county must be submitted prior to having this matter processed. I understand that I am consenting to allow the County staff involve in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

I understand that public hearings or meetings may be required. The property owner and/or applicant/agent or their representative shall be present at all official public meetings and public hearings relative to this application. Processing deposits and/or fees for reviewing the application shall be paid in accordance with the Alpine County Planning Department Schedule of Fees and Deposits (Board of Supervisors Resolution No. R2005-30 or as may be amended in the future). I understand that additional fees or materials may be required as a result of considerations which may arise in the processing of this application.

<b>SIGNATURE OF PERSON SUBMITTING APPLICATION</b>	<b>DATE</b>
<b>PROPERTY OWNER SIGNATURE</b>	<b>DATE</b>