HOZR # _____

HOME OCCUPATION ZONING REVIEW (HOZR) APPLICATION

Planning Division

Effective: September 1, 2020

Name of Business: _____

Address of Business (Residence): _____ _____
(Street Address) (Zip Code)

Mailing Address: _____ Telephone: _____
(If different from residence address) (Street)

_____ Alternate: _____
(City) (Zip Code)

Email: _____ Fax: _____

Name of Person(s) Conducting the Business: _____
(Please print)

Describe the business activities that will be conducted in the home (for example: computer work, office work, telephone contacts, art work using water colors/oil paints, needlework):

_____

_____

_____

_____

Owner of Property if other than Applicant: _____

(Property owner consent is required if applicant is not the owner. Please have property owner sign below to signify approval.)

I certify that I have read, understand, and will comply with all regulations governing "home occupations" as listed in §17.840 of the Brentwood Municipal Code, (and on the reverse side of this form). I declare under penalty of perjury that the information contained in this application is true and correct and that my business use and activity will not be conducted in a manner which is prohibited.

Applicant's Signature: _____ **Date:** _____

Property Owner's Signature: _____ **Date:** _____

Planning Approval: _____ **Date:** _____
(City use only)

Cottage Food Businesses Only- Complete pages 1, 3 & 4
All other Businesses - Complete pages 1 & 2

HOZR # _____

HOME OCCUPATION ZONING REVIEW (HOZR) APPLICATION

Planning Division

Effective: June 4, 2020

REGULATIONS TO CONDUCT A BUSINESS IN YOUR HOME

(For Cottage Food Businesses, Please Skip to Page Three)

Your business is considered a "Home Occupation" if it meets the following regulations (per Section 17.840 of the Brentwood Municipal Code). Please complete this form and submit it to the Planning Department. If your business cannot meet one or more of these regulations, please contact the Planning Department at (925) 516-5405 to obtain information regarding the appropriate zoning approval process. In addition, business owners are required to apply for and obtain a business license.

Please **check each box** and **sign and date below** to indicate that you understand and will comply with the following regulations:

- ☐ No clients or customers shall visit the premises in connection with the home business. An exception is allowed for teaching, counseling, or instructional activities only per Section 17.840.009 of the Municipal Code. An exception requires Planning Commission approval. Please indicate below if an exception is being pursued in relation to one of these activities.

  ☐ Yes ☐ No

- ☐ The home business shall consist of activities related to office use (including but not limited to computer, telephone, bookkeeping, and drafting uses) only.
- ☐ The home business shall be conducted in no more than one room or 20% of the home, if conducted within a garage the doors shall remain closed at all times and shall be clearly incidental and subordinate to the use of the structure as a residence.
- ☐ No commercial vehicle shall be stored on the site in excess of a one-ton vehicle registered to the owner of the home.
- ☐ No commercial retail sales shall be permitted on-site.
- ☐ There shall be no signs displayed or posted on the premises in conjunction with the home business.
- ☐ The residence address shall not be used in any advertising done in conjunction with the home business.
- ☐ There shall be no external evidence of the home business and it will not change the residential character of the dwelling.
- ☐ The home occupation shall not create pedestrian or vehicular traffic in excess of the amount normally generated by residential uses allowed in the district.
- ☐ Only persons residing at the home may be employed within the home by the business.

A complete list of prohibited uses and activities are available at the Community Development Department.

I understand and will comply with the regulations indicated above. I also understand that this permit only applies to the address on the front of this form, and if I move from this location, I will need to complete and submit a new "Home Occupation Zoning Review (HOZR) Application" form.

_____ _____

Applicant's Signature **Date**

Did you:

- ***Remember to sign and date page 1 and page 2?***
- ***Remember to describe all of the business activities that will be conducted in the home?***
- ***Review and check all of the boxes for the items on page 2?***

HOME OCCUPATION ZONING REVIEW (HOZR) APPLICATION

REGULATIONS TO CONDUCT A BUSINESS IN YOUR HOME
(For Cottage Food Businesses Only)

Your business is considered a "Home Occupation for Cottage Food" if it meets the following regulations (per Section 17.840.010 of the Brentwood Municipal Code). Please complete this form and submit it to the Planning Department. If your business cannot meet one or more of these regulations, please contact the Planning Department at (925) 516-5405 to obtain information regarding the appropriate zoning approval process. In addition, business owners are required to apply for and obtain a business license.

Please **check each box** and **sign and date below** to indicate that you understand and will comply with the following regulations:

- ☐ Only one vehicle and two customers shall visit the premises with a maximum of twelve customers per day limited to the hours of 8:00 a.m. to 6:00 p.m. Monday through Saturday. Sunday hours and outdoor sales are prohibited.
- ☐ If employees or customers will be coming to the home, the home must meet Americans with Disabilities Act (ADA) access requirements.
- ☐ No on-site dining related to the Cottage Food business shall occur on the site.
- ☐ No more than one full-time equivalent employee, not including the operator's family or household members, shall be on the premises at any time.
- ☐ Trash collection and recycling is limited to regular 64 gallon cart service. No commercial trash collection shall occur on the site.
- ☐ There shall be no discharge of grease associated with the cottage food operation into the City's solid waste system.
- ☐ Parking for the business shall be accommodated in the designated parking spaces for the home or apartment including the property's garage or carport and driveway. On-site parking for apartment complexes or other multi-family residences, if applicable, must receive and attach written approval from the property owner, landlord, homeowners association or property manager.
- ☐ On-street parking spaces may be used only for persons picking-up and/or delivering materials for the operation and third party retailers coming to the property.
- ☐ On-site loading of food products into vehicles shall occur within an enclosed garage with the garage door shut, or outside of the garage with limited hours from 8:00 a.m. to 6:00 p.m. Monday through Friday and 10:00 a.m. to 4:00 p.m. on Saturday. No outdoor loading shall occur on Sundays. Vehicles shall not idle when being loaded.
- ☐ Delivery vehicles over one ton shall not park on the site, and no delivery vehicles over 10,000 pounds shall visit the site.
- ☐ There shall be no signs displayed or posted on the premises in conjunction with the home business.

- ☐ The residence address shall not be used in any advertising done in conjunction with the home business.
- ☐ There shall be no external evidence of the home business and it will not change the residential character of the dwelling.

A complete list of prohibited uses and activities are available at the Community Development Department.

I understand and will comply with the regulations indicated above. I also understand that this permit only applies to the address on the front of this form, and if I move from this location, I will need to complete and submit a new "Home Occupation Zoning Review (HOZR) Application" form.

_____ _____

Applicant's Signature **Date**

Did you:

- ***Remember to sign and date page 1 and page 4?***
- ***Remember to describe all of the business activities that will be conducted in the home?***
- ***Review and check all of the boxes for the items on pages 3 and 4?***