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## VILLAGE OF CORRALES

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### Application for Home Occupation Permit

Everyone who operates or plans to operate a business at any location within the A-1, A-2, or H zones of the Village of Corrales must obtain a Home Occupation Permit (ZOC) issued by the Village. (Ch.18 Sec. 18-45(c)(1), Codified Ordinances of the Village of Corrales.). In order to obtain a ZOC, you must follow these procedures:

#### Instructions:

1. Fully and accurately complete the ZOC application and attach all of the following: (a) one or more photographs of the home from the road, showing access; (b) a map or sketch clearly showing the location of the proposed business activity on the property; (c) a site plan showing all structures and on-site parking provisions to meet any parking needs of the business; and (d) any other required documentation or information. An application without these required attachments is not complete.
2. Submit the application, **and it and nine (9) copies of all required materials**, to the Village administrative offices, along with the \$35.00 fee. If the application is complete, the P&Z Administrator will schedule a hearing before the Village's Planning and Zoning Commission within 60 days. If the application is not complete, it will be returned to the applicant and will not be set for hearing until resubmitted in a complete form.
3. Post an easy-to-see notice (yellow sign), which you must obtain from the Village, for fifteen (15) days prior to the Planning and Zoning hearing when your application will be heard.
4. Attend the hearing and be prepared to answer questions.
5. Obtain a Village **business registration** (\$35 fee annually) within 90 days, if your ZOC is approved by the Commission.

If you have any questions about filling out the form or about the process, please phone, e-mail or come by the Planning and Zoning Department during regular business hours.

#### General Information

Name of Applicant: \_\_\_\_\_ date

Physical Address: \_\_\_\_\_  
Number Street email address

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Map No.: \_\_\_\_\_  
Lot or track Block Subdivision

Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Are you the property owner? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are not the property owner, you must attach a letter signed by the owner granting approval for the proposed business use.

Are there other ZOCs on the Property? Yes \_\_\_\_\_ No \_\_\_\_\_ (Cannot exceed 2 at any one time)

If yes, you must attach copies of the approvals for existing ZOC's to the application.

Total Square Footage of Home: \_\_\_\_\_  
(Exclude Garage unless part of ZOC) Square Feet

How many square feet of the home will you use for your home business? \_\_\_\_\_  
(Cannot exceed 25% of total) Square Feet

Will you use Accessory Structures in your ZOC? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many square feet of Accessory Structures will you use for your home business?  
\_\_\_\_\_ (Cannot exceed 1,000 ft.)

What is the name of your business? \_\_\_\_\_

Briefly describe your business and its functions \_\_\_\_\_  
\_\_\_\_\_

What days/hours will your business operate? \_\_\_\_\_

Will clients/customers be coming to your home? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please circle how many persons/vehicles will come to your home for business purposes:

Per Day: 1-5; 6-10; >10 ;

Per Week: 1-5; 6-10; 11-20; >20.

How many additional motor vehicle trips in and out of the property will be generated by your business (including clients, deliveries, your own business-related trips, and any other business-related trips) PER WEEK? \_\_\_\_\_

Will there be any materials storage? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain what the materials are and how and where they will be stored.  
\_\_\_\_\_  
\_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_

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**The statements below track the requirements of the Village Code section governing ZOC permits. (Chapter 18-45(c)(1)(5)). By initialing these items, you certify that you meet these criteria and will abide by them if your ZOC is approved. Violating these requirements may result in loss of your home occupation permit or business license.**

**INITIAL EACH APPLICABLE ITEM.** (Do not use “X” or a check mark.)

Item a, and Items d through j, **MUST** be initialed. Initial either b1 or b2, and either c1 or c2, whichever is applicable in each case.

\_\_\_\_\_ a. The use of my home for a business will be clearly subordinate and incidental to its use as my residence.

\_\_\_\_\_ b1. No more than 25% of the house and not more than 1,000 square feet of any accessory structures) will be used for all home occupations on the lot.

**Or, if applicable:**

\_\_\_\_\_ b.2 My lot is zoned A-1 and is located in the Neighborhood Community and Office District (NCOD); no more than 45% of the home and 2000 square feet of any accessory structures will be used for all home occupations on the lot.

\_\_\_\_\_ c1. Other than family members, no more than 1 (ONE) person will engage in the home business on the premises.

**Or, if applicable:**

\_\_\_\_\_ c2. My lot is zoned A-1 and is located in the NCOD; other than family members, no more than three (3) persons will be engaged in the home business on the premises.

\_\_\_\_\_ d. There will be no change in the exterior appearance of the buildings or premises (except for a single sign authorized and permitted under Chapter 8, Art. IV.).

\_\_\_\_\_ e. All business tools, equipment and materials will be maintained and have an orderly appearance.

\_\_\_\_\_ f. My neighbors on the adjacent properties will not detect any objectionable noise or noise in excess of that permitted under the Noise Abatement Ordinance (Chapter 14, Article II of the Village Code), and there will be no vibration, glare, fumes, noxious odors, or other nuisances as a result of any home business equipment or process.

\_\_\_\_\_ g. There will be no business activities at the home which will create traffic greater than that typical of a single-family residence, or greater than the numbers of vehicle trips stated in this application.

\_\_\_\_\_ h. No more than two (2) service vehicles shall be parked on or present at the property at any time.

\_\_\_\_\_ i. There is sufficient off-street parking to handle any additional parking caused by my business.

\_\_\_\_\_ j. No more than two (2) home occupations are permitted on any property at any one time.

**I certify that I meet the above requirements and will abide by them. I understand that I may lose my home occupation permit and business license if I violate any of these requirements. I also understand and agree that any representation made by me in connection with this application, whether orally or in writing, is deemed to be a condition of the home occupation permit, and violation of such condition may result in loss of my home occupation permit and business license.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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**PLANNING & ZONING OFFICE USE ONLY**

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_ File No.: ZOC-\_\_\_\_\_

Amount Paid: \_\_\_\_\_  Cash  Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Credit Card No. \_\_\_\_\_

Application Reviewed and certified complete by: \_\_\_\_\_ Date: \_\_\_\_\_

**Planning and Zoning Commission Approval/Denial:**

**APPROVED** with the following conditions, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Village Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
P&Z Administrator/PZA Assistant (hearing date)

Ninety Day Business License Application Deadline: \_\_\_\_\_

**DENIED** with the following findings:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Denial: \_\_\_\_\_ Date: \_\_\_\_\_  
P&Z Administrator/PZA Assistant (hearing date)