



CITY OF LANGLEY

APPLICATION FOR HOME OCCUPATION

Home occupations are accepted and encouraged as a welcome addition to the local economy. Home occupations are typically allowed as a secondary use in zones throughout the City, but must meet certain standards articulated in Langley Municipal Code Section 18.22.060. Some home occupations may require a conditional use permit. Please submit five copies of the required submittals listed below and respond to the elements of this application as completely and concisely as possible to help facilitate review of the proposal.

Section 1 – Required Submittals

- A completed Master Permit Application.
- A completed Application for Home Occupation.
- A completed City of Langley Business License Application or a copy of a current City of Langley Business License.
- A site plan to scale that delineates the location of the principal building, accessory building(s), parking spaces, and any proposed signage.
- A floor plan to scale that indicates the overall floor area of the building(s) and the area to be utilized for the home occupation. Please note: a home occupation can occupy no more than 49 percent of the habitable floor area of the principal residence.
- Plans and/or a description of any modification to the structure necessary to accommodate the proposed use (including modifications to the plumbing or mechanical systems, or any other building changes). A building permit may be required for the changes.

Section 2 – Fee

- The following fee is required for the review (please consult with the City of Langley Planning Staff):
 - ___ \$100 for Type I Home Occupations
 - ___ \$250 for Type II Home Occupations
 - ___ \$500 for Type III Home Occupations



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Section 3 – Questionnaire

Name of Proposed Business: _____

Type of Business and Scope of Operation (please be as specific as possible): _____

_____ (If additional space is needed, please attach extra sheet)

What days of the week will the business operate: _____

What hours will the business operate: _____

What is the estimated maximum number of customers/clients that will visit the business at any one time: _____

What is the average number of customers/clients per business day: _____

How many deliveries and/or shipments via UPS or similar carrier will occur per day: _____ ; per week: _____

How many employees do not reside at the home occupation location: _____

How many vehicular trips will be generated by the home occupation per day: _____

Will the home occupation be located in the principal building on the property? (Yes / No) Will any of the business be located in an accessory building? (Yes / No) Will any part of the business/ equipment be located outside of a building? (Yes / No)

Is a sign proposed for the property? (Yes / No) If a sign is proposed, a Sign Permit is required to be reviewed and approved by the Design Review Board. If a sign is proposed, the sign cannot exceed two square feet in total.