



APPLICATION FOR HOME OCCUPATION

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4245

Administrative review of this application for Land Use/Zoning and Building Code compliance is a prerequisite for the approval of business licenses and home occupations. Please note: The City of Langley requires a business license for all home occupations and a conditional use permit for certain home occupations.

Respond to all elements of the application as completely & concisely as possible to help facilitate the review process. (Please print clearly or type)

Date: _____

Application Number:
For Office Use Only

Applicant: _____

Street Address: _____

Mailing Address: _____

Home Phone: _____ Business Phone: _____

Homeowner (if different from applicant): _____

Mailing Address: _____

Telephone: _____

Property Tax Parcel Number: _____

Name of Business: _____

Type of business & scope of operation (please be as specific as possible): _____

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

Days of week the business operates _____; hours _____

Number of employees not residing at home occupation location _____

Number of people/ clients participating (if application is for instructional classes) _____

Number of vehicular trips generated by the home occupation per day _____

Deliveries and/or shipments via UPS or similar carrier per day _____; per week _____

Is the home occupation located in principal building (Yes /No)? Accessory building (Yes/ No)?

Will there be a sign identifying the home occupation (Yes/ No)? If so, a sign permit is required, with review & approval by the Design Review Board.

Will the proposed use require modification of existing plumbing or mechanical systems (Yes/ No)?

I certify that the information contained in and with this application is true and correct under the penalty of perjury by the laws of the state of Washington.

Applicant's signature

Date

Property owner's signature
(if owner is not the applicant)

Date

REQUIRED SUBMITTALS:

- A completed and signed application.
- A site plan (to scale & preferably on 8.5" x 11 paper"), delineating the principal building, accessory building(s), location of the required parking spaces, and location of any proposed signage.
- A floor plan to scale (preferably 1/8"=1'0") which indicates the overall floor area and the area to be utilized for Home Occupation.
- A plan showing the total square footage of the structure and the square footage to be utilized for the home occupation _____ sq. ft. and _____ sq. ft. Note: If the home occupation will be located within the principal residence, not more than 49% of the square footage can be utilized; a home occupation may occupy space in both the principal building & an accessory structure provided that the total square footage used primarily for the home occupation in all buildings on the subject parcel shall not exceed 49% of the habitable floor area of the principal residence.
- The fee required for the home occupation (please ask the Planning Department about the required fee).
- Plans and/or a description of any modification to the structure necessary to accommodate the proposed home occupation. A building permit may be required.

- Application for a Type I home occupation is consistent with City code - no permit is required _____.
- Application for a Type II home occupation is approved _____.
- Application for a Type II home occupation is approved with Conditions (attached) _____.
- Application for a Type II home occupation is denied _____. See attachment for explanation.
- Application is for a Type III home occupation & requires a Conditional Use Permit _____.

By: _____
City Planning Official

Date: _____

I/We, the applicants, agree to adhere to all of the regulations as set forth in the Langley Municipal Code and the attached conditions.

Signature

Signature

Date: _____

Date: _____