



# APPLICATION FOR HOME OCCUPATION

## CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4246

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. *Note: The City of Langley requires a business license for all home occupations and certain home occupations require a conditional use permit.* Please consult with the City prior to filing this application.

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 #: \_\_\_\_\_

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:

- Completed and signed application.
- Site plan (to scale & preferably on 8.5" x 11 paper"), delineating the principal building, accessory building(s), location of the required parking spaces, 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.
- Plans and/or a description of any modification to the structure necessary to accommodate the proposed home occupation. A building permit may be required. Consult with the City Building Official.

- 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: \_\_\_\_\_