



CITY OF MONTE VISTA

www.cityofmontevista.com
95 West 1st Avenue
Monte Vista, CO 81144
(719) 852-6171

\$30 Application Fee

HOME OCCUPATION LICENSE APPLICATION

Applicant: Entity name: _____
d/b/a name: _____
Owner/agent: Name: _____
Mailing address _____
Phone: _____
Email: _____

ABOUT THE HOME

Street address of home business location _____

Do you own or rent the home? _____. If rent, please attach a letter of permission from the property owner allowing you to operate a home occupation.

NOTE: The business must occupy no more than 25% of the home; or 5% of the lot if operated from a detached building)

If operating from the home:

Total square feet of home: _____

Total square feet of the home that will be used for business operation _____

If operating from a detached building:

Total square feet of detached building _____

Total square feet of lot _____

ABOUT THE BUSINESS

Describe the nature of the proposed home occupation: _____

List products and/or services: _____

Will there be delivery to the property? _____

Will there be on-site sales and/or service? _____

How many visitors do you expect stopping at your home occupation on a daily average? _____

What are the days/hours of your business operation? _____

What is the existing parking area and what impact would your home business have on it? _____

Continued on other side

Could the home occupation interfere with or disrupt the peace of the neighborhood? _____

Could any part of the home occupation emit odors, sounds, or other impacts to surrounding neighbors? _____

If yes, describe: _____

Any other information you would like to provide? _____

REQUIREMENTS TO BE MET

Home occupation shall mean an occupation carried out in the home or accessory building by members of the family occupying the home, provided the residential character of the building is maintained and the occupation is conducted in such a manner as not to give an outward appearance of a business in the ordinary meaning of the term. The business also shall not infringe upon the right of the neighboring residents to enjoy a peaceful occupancy of their homes.

Home occupations shall be allowed as provided for and shall be governed by Section 12-17-120 of the Monte Vista Municipal Code.

A home occupation sign is allowed. Signs must be no more than 6 square feet and conform with the home's architectural nature. A sign permit is required and may be obtained from the City's Community Development Department.

PLEASE ATTACH:

- A site drawing of your property, including all structures and the floor plan for the home and/or accessory buildings where the business shall take place.
- A copy of your Colorado State Sales Tax License
- A copy of your City of Monte Vista Business License
- If applicable, a copy of other licenses that may be required by the State for your type of business (cosmetology, day care, food service, etc).
- Letter of permission from the owner if you rent the home.

Applicant Signature _____ Date _____

FOR CITY OF MONTE VISTA STAFF USE:

Approval of City Manager: _____

Date: _____

License issued by City Clerk _____

Date: _____

Non-Transferable