



# CITY OF PLEASANT HILL

PHONE (925) 671-5209  
FAX (925) 682-9327

www.ci.pleasant-hill.ca.us

100 Gregory Lane  
Pleasant Hill, CA 94523

## HOME OCCUPATION SUBMITTAL REQUIREMENTS

The submittal information shall be provided to the Planning Division. All submittal information shall be presented along with the Planning Division application form, related fees, and any additional information required by the Planning Division before the application can be accepted as complete.

All submittals shall be on 8.5" x 11" unless noted otherwise below. Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

<b>Required</b> <i>(if not marked with an "X" please check with Planning Division)</i>	<b>Submittal Requirement</b>	<b>Number of Copies</b>
X	<u>Application form</u> - completed and signed.	1
X	<u>Fee</u> - check payable to the City of Pleasant Hill.	1
X	<u>Location map</u> - indicating the subject parcel(s) and adjacent streets, this may be on the site plan.	1
X	<u>Home Occupation Analysis</u> - completed and signed.	1



# APPLICATION FOR DEVELOPMENT REVIEW CITY OF PLEASANT HILL

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## I. CHECK TYPE OF PERMIT(S) REQUESTED

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Rezoning         | <input type="checkbox"/> Zoning Permit        |
| <input type="checkbox"/> Use Permit             | <input type="checkbox"/> Minor Use Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Variance               | <input type="checkbox"/> Minor Variance   | <input type="checkbox"/> Home Occupation      |
| <input type="checkbox"/> Minor Exception        | <input type="checkbox"/> Development Plan | <input type="checkbox"/> Sign                 |
| <input type="checkbox"/> Architectural Review   | <input type="checkbox"/> Tree Removal     | <input type="checkbox"/> Other _____          |

## II. GENERAL DATA

- A. Address of Property \_\_\_\_\_
- B. Assessor's Parcel Number(s) \_\_\_\_\_
- C. Zoning \_\_\_\_\_
- D. Existing Use \_\_\_\_\_
- E. Description of Project or Request \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## III. AUTHORIZATION

In signing this application, I, as owner and/or as applicant, represent to have full legal capacity to, and hereby do authorize the filing of this application. If this application has not been signed by the property owner, attached is separate documentation of full legal authority to file this application. I agree to be bound by the conditions of approval of this application, subject only to the right to object at the hearing or during the appeal period. I further certify that the information and exhibits submitted are true and correct.

### A. Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### B. Applicant other than Property Owner

Name _____	Phone _____
Address _____	Fax _____
Signature _____	Email _____
	Date _____

### C. Authorized Agent

Company _____	Contact/Title _____
Address _____	Phone/Fax _____
Signature _____	Email _____
	Date _____

TO BE COMPLETED BY STAFF

APPLICATION TITLE	APPLICATION NUMBER	APPLICATION RECEIVED BY
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### HOME OCCUPATION ANALYSIS

#### Application Submittal

The City is concerned about the conduct of home occupations within the residential neighborhoods. Because of the concern to preserve the residential character of our neighborhoods, all businesses conducted from a home are required to obtain a home occupation permit. You can assist us in our determination of whether or not your proposal meets the standards of a Home Occupation permit by simply answering the questions below. Please respond as fully as possible; insufficient information will likely result in processing delays of your application. If you need additional space to respond, please feel free to attach supplemental information.

Does the proposed Home Occupation comply with the following standards and conditions?

1. The home occupation is conducted entirely within the dwelling unit.

**Response:** \_\_\_\_\_

2. There are no retail sales or personal service uses provided to customers at the premises.

**Response:** \_\_\_\_\_

3. There is not more than one vehicle used primarily in connection with the home occupation.

**Response:** \_\_\_\_\_

4. There is no on-site sign associated with the home occupation or its products or services, nor signage on or within any vehicle owned or leased by the operator of the home occupation listing the street address of the home occupation or indicated the existence of the home occupation on-site.

**Response:** \_\_\_\_\_

5. There is no storage on the premises within public view of materials, products, equipment, fuel or other substances not commonly associated in kind or amount with residential use.

**Response:** \_\_\_\_\_

\_\_\_\_\_

6. The street address of the home occupation is not listed in the telephone book, newspaper, internet site, or other published advertising media or flyers.

**Response:** \_\_\_\_\_

\_\_\_\_\_

7. The home occupation does not generate traffic in excess of that which is normally associated with residential use and requires no additional parking space.

**Response:** \_\_\_\_\_

\_\_\_\_\_

8. The home occupation does not require reconstruction or alteration of the exterior of the dwelling unit.

**Response:** \_\_\_\_\_

\_\_\_\_\_

9. The home occupation does not cause smoke, dust, light, odor, noise or other emissions which would otherwise interfere with the residential use of the zone.

**Response:** \_\_\_\_\_

\_\_\_\_\_

10. The home occupation does not generate quantities or types of refuse or trash which would be abnormal for residential pick-up and collection services.

**Response:** \_\_\_\_\_

\_\_\_\_\_

11. The home occupation does not involve more than one nonresident employee or volunteer on-site at any time.

**Response:** \_\_\_\_\_

\_\_\_\_\_

12. The applicant timely obtains a city business license.

**Response:** \_\_\_\_\_

\_\_\_\_\_

13. The home occupation does not involve any illegal conduct including, but not limited to, operation of a business without a business license, or result in any other encroachment upon the values served by residential use restrictions including but not limited to, the deterioration of the physical appearance of the property, or have any other substantial detrimental impact upon adjacent residents.

**Response:** \_\_\_\_\_

\_\_\_\_\_

**Summary:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Analysis completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_