



# HOME OCCUPATION (CUP)

Application Number

Community & Economic Development | 2277 East Bengal Boulevard | 801-944-7000 | [www.ch.utah.gov](http://www.ch.utah.gov)

<b>Property Address</b>	
<b>Project Description</b>	
<b>Property Owner</b>	
<b>Property Owner Name</b>	
<b>Property Owner Mailing Address</b>	
<b>Applicant (if different from owner)</b>	
<b>Applicant Phone</b>	
<b>Applicant Mailing Address</b>	
<b>Applicant Email</b>	
<b>Zoning Designation</b>	
<b>Overlay Zoning</b>	
<b>Application Date</b>	
<b>Fee Paid</b>	
<b>Owner / Applicant Signature</b>	

(2) copies 11"x17" and a digital copy with PDFs of all plans must be submitted. During the pre-application meeting a staff planner will identify which items are required for submittal. Please note that ALL items check will be required at the time of formal submittal. An application will not be considered complete until all checked items are submitted in an acceptable manner.

**GENERAL**

- Application Fee (See Consolidated Fee Schedule for current fees)
- Owner’s name, address, and telephone number
- Signed consent form, if applicant is different than property owner
- Comments from pre-application review
- Title Report (not older than 60 days of application date) for all affected parcels of land

**WRITTEN NARRATIVE**

- Proposed business description including: type of service being rendered, hours of operation, materials being made or stored on-site, number of employees, number of clients/students per day, delivery drop-off and pick-up times, new structures, remodels or expansions proposed, traffic impact to neighborhood, noise levels, and any other pertinent information
- General Plan and zoning ordinance purpose compliance statements

**PLAN SUBMITTAL REQUIREMENTS**

- Date, graphic scale and north arrow
- Zoning classifications and current uses of properties within 300 feet
- Current plat map for the subject parcel
- Building footprint of all existing structures and proposed structures or additions
- On-site parking for residents, employees and clients
- Drop-off and pick-up areas
- Elevations showing any new construction

**SITE CONTEXT PHOTOGRAPHS**

- Showing the site and the context of surrounding buildings/property (No panoramic view photos)
- Taken at the curb and along the property boundaries
- Show adjacent improvements and existing on-site conditions
- Aerial photographs of the site

**OTHER ITEMS**

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