

SANDOVAL COUNTY PLANNING & ZONING

Business Clearance Letter

(formerly Zoning Clearance Letter for Business License Application)

Date:			

Property Owner Contact Information

Printed Name:							
Mailing Address:							
<u>Physical</u> Address:							
Email:							
Phone Number:							
FOUR DIGIT NAICS CODE:	NAICS TITLE:						
standard for classifying business UNIFORM PROPERTY CODE (UPC	C) number for pre	mises of bus	ness activit		propert		
STAFF USE ONLY: The above UP						STA	MP
PHYSICAL E911 ADDRESS Initia	l box〔〕) if above	<u>Physical</u> Add	lress not wi	thin uninco	rporated	d Sandova	al County.
P&Z GIS Signature				Date	5		
iWorQ Case Number [Code Enfo	rcement]:						
Zoning / Code Enforcement Sign	ature			Date	2		
P&Z Director Signature				Date	e		



SANDOVAL COUNTY PLANNING & ZONING Home Occupation Checklist

"Home Occupation" means a business activity performed on the premises of a residence by one or more resident family members where such business activity is secondary and subordinate to the residential use of the premises. A Home Occupation shall have (a) no more than one non-resident employee on the premises at any given time, (b) no business traffic, vehicular or pedestrian, to the premises that exceeds traffic customary for a single-family residence, (c) no business equipment and/or supplies visible from outside the lot lines of the residence, (d) no noise or other forms of trespass associated with the business that exceeds that normally associated with a residence, and (e) no more than one non-illuminated sign of not more than four (4) square feet in face area.

SANDOVAL COUNTY COMPREHENSIVE ZONING ORDINANCE (SECTION 6.37)

Please initial No or Yes to the following questions.		
Will your business be the primary or most important use on the premises? If answered "Yes" please explain below:	No	_ Yes
Will there be more than one non-resident employee on the premises any given time? If answered "Yes", please explain below:	No	_ Yes
Will business traffic to and from the premises exceed what is customary for a residence? If answered "Yes", please explain below:	No	_Yes
Will there be business equipment and/or supplies visible from outside the residence? If answered "Yes", please explain below:	No	_Yes
Will there be noise or trespassing exceeding what is a normally associated with a residence? If answered "Yes", please explain below:	No	_Yes
Will there be more than one non-illuminated sign of four square feet maximum face area? If answered "Yes", please explain below:	No	_Yes

By signing my name on this Home Occupation Checklist, I am verifying that my answers to the questions above, and any explanations provided, are true and accurate. I acknowledge the business activity I am performing at my residence is permissive as per the Comprehensive Zoning Ordinance of Sandoval County. It is my responsibility to report any change in activity, location, or status.

Printed Name:	 	
Physical Address: (of Home Occupation)	 	

APPLICANT SIGNATURE (Complete reverse page.)