

HOME OCCUPATION APPLICATION CHECKLIST

14175 S Redwood Rd Bluffdale UT 84065
801.254.2200 www.bluffdale.com

BLUFFDALE
EST. 1848

Please review Section 11-23 of the Bluffdale City Code available at www.bluffdale.com before completing this application. Below is a list of information that is required to be submitted with the application. If any of the required information is not submitted, the application will be considered incomplete and cannot be accepted. Once the application has been reviewed by Bluffdale City staff, the applicant will be informed of the next available meeting date when the item can be addressed by the Planning Commission.

Fees: \$250 Application Fee

First-class postage for all properties within 1000 ft. of the subject property

Staff will review the application and check for completeness before accepting any application. As part of the application, please provide the following:

- Application Form**
- Description of Home Occupation:** Provide an accurate and complete description of your proposed business activities. Identify the number of employees and their activities and hours at the property and anticipated traffic from visitors, customers, or deliveries.
- Site plan** showing the following:
 - Project name and address.
 - The location of all proposed and existing structures on the subject property.
 - Off-street parking locations for employees.
- Noticing:**
 - One set of mailing labels for all properties within 1000 ft. of the subject property. Labels can be obtained from the Salt Lake County Recorder's Office (2001 S State St, Salt Lake City)
 - First-class postage and one envelope for each property within 1000 ft. You may provide these or pay for postage at the current rate and purchase envelopes for \$0.25 each from Bluffdale City.

Other information may be submitted or required, which may aid the Planning Commission in making an informed decision.

HOME OCCUPATION APPLICATION

14175 S Redwood Rd Bluffdale UT 84065
801.254.2200 www.bluffdale.com



PLEASE NOTE: This application is required only for home occupations which require review by the Planning Commission. This application has an accompanying checklist which specifies the information required in order for your application to be processed. Please review the checklist and have all the required information. Incomplete applications will not be accepted.

The following must be submitted with this application:

- All information indicated in the attached checklist.
- Application Fee: **\$250**
First-class postage for all properties within 1000 ft. of the subject property

Date of Application:		Zone:		Parcel #(s):	
Home Occupation Name:					
Home Occupation Location/Address:					
Subdivision (if applicable):			Lot #:		Acreage:
Home Occupation Description (use additional pages if needed):					
Applicant(s):			Contact Person:		
Address:			Address:		
City:		State:	Zip:		
Phone Number:			Phone Number:		
Email:			Email:		
Property Owner(s):					
Address:			City:		State: Zip:
Phone Number:			Email:		

FOR OFFICE USE ONLY					
Application fee:		\$250		Received date:	
Noticing:		# of notices _____		Received by:	
		Postage _____		Amount received:	
		Envelopes _____		Receipt #:	
TOTAL:		_____		File #:	
				Assigned to:	

**AFFIDAVIT
PROPERTY OWNER**

STATE OF UTAH)
) ss
COUNTY OF SALT LAKE)

I (we), _____, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property identified in the attached application and that the statement therein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my (our) knowledge. I also acknowledge I have received written instructions regarding the process for which I am applying.

_____ (Property Owner)

_____ (Property Owner)

Subscribed and sworn to me this _____ day of _____, 20_____.

(Notary)
Residing in Salt Lake County, Utah

AGENT AUTHORIZATION

I (we), _____, the owner(s) of the real property described in the attached application, do authorized as my (our) agent(s) _____ to represent me (us) regarding the attached application and to appear on my (our) behalf before any administrative or legislative body in the City considering this application, and to act in all respects as our agent in matters pertaining to the attached application.

_____ (Property Owner)

_____ (Property Owner)

Dated this _____ day of _____, 20_____, personally appeared before me

_____, the signer(s) of the above agent authorization who duly acknowledge to me that they executed the same.

(Notary)
Residing in Salt Lake County, Utah