

CITY OF ORLAND

815 Fourth Street
Orland, CA 95963
530.865.1600
530.865.1632 (fax)

**INSTRUCTIONS FOR FILING APPLICATION FOR “HOME OCCUPATION”
ADMINISTRATIVE USE PERMIT**

This list is intended to meet the requirements of State of California Government Code Section 65940 and Chapter 17.80 of the Orland Municipal Code.

The law requires that the City Manager or his/her designee make affirmative findings of fact in each of the following if your application is to be approved, that the:

- A) Use is consistent with the purposes of the district in which the site is located: and
- B) Orland Municipal Code Chapter 17.76.160 – A “Home Occupation Use Permit” which allows the operation of a business in a home located in a residential zone, may be issued by the City Manager or his/her designee, without the necessity of public notice, a public hearing, or Planning Commission action, upon a finding that the following conditions exist:
 - 1. The proposed business activity involves only the use of telephone, internet and mail at subject premises;
 - 2. The business does not involve shipping, receiving, repacking, or the storage of any materials on the subject premises;
 - 3. The business will not employ any persons at the subject premises who do not occupy the same as their residence;
 - 4. One unlit sign of one (1) foot by one (1) foot, attached to the building;
 - 5. No customers, clients, patients, salespersons, or other persons will be visiting the subject premises in connection with the business;
 - 6. There will be no indications of business activity visible to neighbors or to the public, at the subject site, resulting from the use, and
 - 7. There will not be any other significant, negative impact upon the environment, public safety, or public welfare.
 - 8. Requires issuance of a Business License from the City of Orland.
- C) Any person who is denied a Home Occupation Use Permit by the City pursuant to B) above, may apply to the Planning Commission for the same.
- D) Proposed location of the use and the conditions under which it may be either operated or maintained will not be detrimental to the public health, safety, or welfare or be materially injurious to the properties or improvements in the vicinity; and the
- E) Proposed use is in conformance with the General Plan.

**PROCEDURE FOR FILING APPLICATION FOR “HOME OCCUPATION”
ADMINISTRATIVE USE PERMIT**

1. File one copy of the application form properly filled out and signed by the applicant(s) and property owner(s). Either all property owner(s) must sign (husband and wife, etc.) or a Power-of-Attorney must be submitted specifically authorizing a designated person to sign this application. If a corporation is the property owner, a resolution from the corporation authorizing this application shall be submitted to the City as part of a complete application submittal.
2. Along with the application, a reproducible 8 ½” x 11” plot plan must be submitted detailing existing building(s) and structure(s) on the site, fences, property lines, driveway(s) and the distances of all buildings and structures from all property line(s) to scale. The Site Plan must also include sign details (size, colors, location) if a sign will be used for the Home Occupation as allowed by B) 4. above.
3. A narrative must be included with the application relating the purpose and details of the Home Occupation.
4. File one copy of the current County Assessor’s Map with the property’s proposed use delineated (contact: Glenn County Assessor’s Office, Courthouse, Willows: telephone: 530.934.6402).
5. A filing fee of **\$65.00**, by check or money order payable to the “City of Orland” must be submitted with the application.
6. City staff, in the course of processing the application, may request the applicant to clarify, amplify, correct, or otherwise supplement the information required for the application.
7. The City of Orland by State Law (Government Code § 65943) has thirty (30) days from the date of application submittal and payment of filing fees to process a Home Occupation Administrative Use Permit.
8. Applicant will be notified by letter of the action taken on the application.
9. Appeal to the City Council from any decision of the City Manager or his/her designee may be made in writing to the City Clerk within ten (10) days from the date of the City Manager’s or his/her designee’s action. All decisions made by the City Council are final.
10. Approval of the Home Occupation Administrative Use Permit does not constitute approval of a Building Permit. A separate application may have to be submitted to the Building Inspector for review. Please contact the Building Department at 530.865.1606 to determine if a Building Permit is required for the Home Occupation.

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APPLICATION FOR "HOME OCCUPATION" ADMINISTRATIVE USE PERMIT

(Failure to answer applicable questions and include required attachments could delay the processing of your application)

Date Filed: _____

Home Occupation AUP # _____

1. APPLICANT(S):

Name: _____

Address: _____

Business Phone: _____

Fax: _____

Mobile: _____

Email Address: _____

2. LANDOWNER(S):

Name: _____

Address: _____

Business Phone: _____

Fax: _____

Mobile: _____

Email Address: _____

3. **REQUEST:** _____

4. Address of the Administrative Use Permit: _____

5. Current Assessor's Parcel Number: _____

6. Existing Zoning: _____

7. Existing Use of Property: _____

It is understood that any permit issued pursuant to this application will not grant any right or privilege to use any building or land either contrary to the provisions of law or of any ordinance of the City of Orland. All provisions of law or of any ordinance governing the use of the aforesaid building or land will be complied with whether specified herein or not.

DECLARATION UNDER PENALTY OF PERJURY
(Must be signed by the applicant and the property owner)

I am (we are) the owner(s) and/or applicant(s) of property involved in this application, and I (we) have completed this application and all other documents required.

I am (we are) the owner(s) and/or applicants of the property consenting to the preparation and submission of this application.

I (we) also shall agree to abide by the conditions of approval as issued by the Planning Commission.

I (we) declare under penalty of perjury that the foregoing is true and correct.

The property owner(s) and/or applicant(s) by signing this application, shall be deemed to have agreed to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action, or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void, or null the approval of this development entitlement or approval or certification of the environmental document which accompanies it, or to obtain damages relating to such action(s). This indemnification agreement shall include, but not be limited to damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the approval of the entitlement, whether or not there is concurrent passive or active negligence on the part of the City.

SIGNATURES:

Property Owners(s):

Print Name

Signature

Date

Print Name

Signature

Date

Applicant(s):

Print Name

Signature

Date

Print Name

Signature

Date