

**HOME-BASED OCCUPATION GENERAL INFORMATION AND  
APPLICATION  
FOR PROPERTIES WITHIN THE TOWN PLANNING AREAS OF  
COULTERVILLE, FISH CAMP, MARIPOSA AND WAWONA**

Mariposa County Planning Department  
5100 Bullion Street, P.O. Box 2039  
Mariposa, CA 95338

Telephone (209) 966-5151 FAX (209) 742-5024

[www.mariposacounty.org](http://www.mariposacounty.org) [planningdept@mariposacounty.org](mailto:planningdept@mariposacounty.org)

**General Information:**

This packet is provided to serve as a guide to preparing an application for a Home-Based Occupation located within the Town Planning Areas (TPA) of Coulterville, Fish Camp, Mariposa and Wawona. To expedite the processing of your request, please provide the requested information and complete the attached information checklist as completely and accurately as possible. The applicant is strongly encouraged to contact the Mariposa County Planning Department with any questions or for assistance in completing this application.

**Definitions, Standards, and Rules:**

A home-based occupation shall mean a use customarily carried on within a dwelling or mobile home by its residents, which use is clearly secondary to the residential use of the dwelling or mobile home. A home-based occupation maybe permitted in all residential districts within the Town Planning Areas of Coulterville, Fish Camp, Mariposa and Wawona, based on the following procedures. If fifty percent (50%) or more of the surrounding property owners located within 300 feet of the proposed use within the Fish Camp, Mariposa or Wawona TPAs, or 500 feet within the Coulterville TPA, protest the home-based occupation, the use would be required to be reviewed under the Conditional Use Permit process. The Planning Department will notify the surrounding property owners by mail following application submittal and acceptance as complete.

A home-based occupation must meet the following standards:

1. The proposed home-based occupation must be confined completely within the dwelling or mobile home, and may not occupy more than thirty-three percent (33%) of the gross floor area.
2. Only members of the family that is occupying the dwelling or mobile home may operate the proposed home-based occupation.
3. The proposed home-based occupation may not produce evidence of its existence in the external appearance of the dwelling, mobile home, or premises, and shall not result in the creation of noise, odors, smoke, or other nuisances to a degree greater than what is normal for the neighborhood where such use is located.
4. The proposed home-based occupation may not generate pedestrian or vehicular traffic beyond that which is normal for the neighborhood where such use is located.
5. The proposed home-based occupation must meet the requirements of the Chief Building Inspector and the Fire District where such use is located.
6. The proposed home-based occupation would not require any additions or extensions to the dwelling or mobile home.
7. Signs advertising the home-based occupation are not allowed.

**Processing Time:**

The normal application processing time for a home-based occupation is four to five (4-5) weeks. A notice must be posted at the subject residence for a period of fifteen (15) consecutive days. A twenty (20) day period is allowed for the filing of a protest petition by any of the property owners located within 300 feet of the proposed home-based occupation within the TPAs of Fish Camp, Mariposa, or Wawona and 500 feet within the Coulterville TPA. The applicant is notified when the twenty day protest time period is complete. For properties that are within the Wawona TPA there is also a ten day requirement for National Park Service Review and approval.

**Costs:**

The applicant is required to submit the fees as stated below which include a mailing cost fee to cover the cost of mailing the notice to the affected property owners located within 300 feet if within Mariposa, Fish Camp and Wawona TPA and 500 feet if within Coulterville TPA of the proposed home-based occupation.

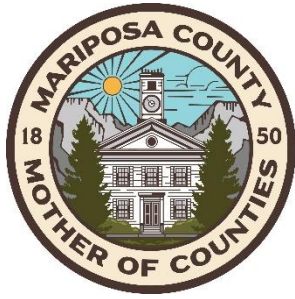
**Appeal Process:**

If, following staff review of your application, your request for establishing a home enterprise or rural home industry is denied, you will be notified of such action in writing. The reasons for denial would be clearly stated. Any determination made by the Planning Department may be appealed to the Planning Commission or Board of Supervisors. **The appeal period to appeal a Planning Department determination is twenty (20) calendar days from the date the written determination was made.** Those property owners protesting the establishment of a home-based occupation are notified of the approval of the home-based occupation and may have the option of appealing any Planning Department determination.

Any action made by the Planning Commission on an appeal relating to the approval, conditional approval, or denial of the application may be appealed to the Board of Supervisors. **The appeal period to appeal a Planning Commission determination is twenty (20) calendar days from the date of the Commission's action.** Appeals to the Planning Commission must be submitted to the Mariposa County Planning Department, while appeals to the Board of Supervisors must be submitted to the Board of Supervisors. Further information regarding the appeal process and appeal fees may be obtained from the Planning Department.

Home Based Occupation Application	\$50.00
Document Conversion	\$6.00
Public Notice, Posted	\$58.00
Public Notice, Affected Property Owners	\$58.00
<b>Total:</b>	<b>\$163.00</b>

Note: If there is a potential for roadway or encroachment issues on a case by case basis, Public Works may be required to review and will charge the applicant for their review as per their current fee schedule.



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<b>FOR OFFICE USE ONLY</b>	
Date Submitted _____	Received By _____
Fees Paid \$ _____	Receipt No. _____ Received By _____
Application No. _____	Application Complete _____
Final Action _____	Date _____

**Applicant Name(s)** \_\_\_\_\_

Mailing Address \_\_\_\_\_

Daytime Telephone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
TOWN ZIP

E-Mail Address \_\_\_\_\_

**Property Owner Name(s)** \_\_\_\_\_

PROVIDE NAME OF PROPERTY OWNER IF DIFFERENT THAN APPLICANT

Mailing Address \_\_\_\_\_

Daytime Telephone Numbers (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
TOWN ZIP

E-Mail Address \_\_\_\_\_

**Property Information:**

Physical Address \_\_\_\_\_

Assessor's Parcel Number (APN) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Size \_\_\_\_\_ Zone \_\_\_\_\_  
TOWN ZIP

Is there an application for a building permit on file?  Yes  No

Are any new buildings proposed to accommodate the proposed use?  Yes  No

Proposed business name \_\_\_\_\_.

Briefly describe the type of business or proposed use \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed days and hours of operation \_\_\_\_\_

Would members of the family that occupy the dwelling or mobile home operate the home-based occupation?

Yes  No

Number of family members involved with the business \_\_\_\_\_.

Would the home-based occupation be carried on within the residence or mobile home and be in connection with the primary residential use?

Yes  No

Would the home-based occupation occupy less than thirty-three percent (33%) of the gross floor area of the residential structure?

Yes  No

If there will be retail product sales of any type, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the specific location of the proposed use in the residence, garage, or other building \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the proposed use and its principal activities are not conducted entirely within a structure or dwelling, please describe the type of activities and the percentage of total business activity that would be conducted outside.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If outside storage of other materials associated with the proposed business is proposed, describe what type of screening would be used.

\_\_\_\_\_

Would the exterior use, and any supporting facilities, be located at least fifty (50) feet from all external property lines, streets, roads, or other public right-of-ways?  Yes  No

Provide specific details on any proposed modifications to the residence or other on-site buildings (i.e., structural additions, electrical, plumbing, soundproofing, water or septic system use, etc.).

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If hazardous or flammable materials are to be used or stored in the home-based business operation, please describe where would these materials be stored, and how would they be disposed of.

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If the proposed home-based occupation produces noise, dust, odor, pests, smoke, or other nuisances beyond what is normal for a residential neighborhood, please explain.

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Would the home-based occupation generate pedestrian or vehicular traffic beyond what is normal for a residential neighborhood?  Yes  No

Please explain what types of vehicles (i.e., passenger vehicles, delivery trucks, etc.) will access the site, and what amount of traffic volume is anticipated (i.e., daily, weekly, monthly).

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Main access to the home-based occupation would be from:

- a private easement
- a public easement
- a county road
- a state highway

Number of available on-site parking spaces \_\_\_\_\_.

**REQUIRED SIGNATURE(S)**

**Affidavit**

I/we, the undersigned (Property Owner and Applicant), agree to defend, indemnify, and hold harmless the County and its agents, officers and employees from any claim, action or proceeding against the County arising from the Property Owner and Applicant project.

I/we declare under the penalty of perjury that the statements and information submitted in this application are in all respects true and correct to the best of my/our knowledge.

I/we acknowledge that I/we have read and understand the information contained in the application package relating to the submittal and processing of this application.

I/we understand that the processing of the application will be delayed if any required information is incorrect, omitted, or illegible.

I/we declare that if an entity listed below is a Partnership, Limited Liability Corporation, Corporation or Trust the signer(s) below certifies that he/she is authorized by that entity to apply and sign the application attached herewithin.

<b>Property Owner</b> <i>(printed name):</i>	<b>2<sup>nd</sup> Property Owner</b> <i>(printed name):</i>	<b>Applicant</b> <i>(printed name):</i>
<b>Property Owner</b> <i>(signature):</i>	<b>2<sup>nd</sup> Property Owner</b> <i>(signature):</i>	<b>Applicant</b> <i>(signature):</i>
Date:	Date:	Date:

If there are more than two property owners, additional copies of this page shall be provided.

**IMPORTANT: This page must be signed by all property owners and any authorized applicant.**

**IMPORTANT: Please note that if the property owner/s is/are authorizing someone other than themselves to act as the applicant or agent, the next page must also be signed.**

**IMPORTANT: Failure to have all necessary signatures will DELAY the commencement of processing the application. The application will be returned to the applicant to provide all necessary signatures.**

This page to be signed **IF** the property owner(s) is (are) authorizing someone to act as an agent or applicant for this application.

### Affidavit

**Applicant/Agent Authorization:**

I/we, \_\_\_\_\_, Property Owner(s) hereby authorize \_\_\_\_\_ to act as a representative/Applicant and/or \_\_\_\_\_ to act as a representative/Agent in all matters pertaining to the processing and approval of this application, including modifying the project, and agree to be bound by all representations and agreements made by the designated Applicant and/or Agent.

I/we declare that if the Property Owner and/or Applicant is a Partnership, Limited Liability Corporation, Corporation or Trust, the individual(s) listed below certifies that he/she/they is/are authorized by that entity to execute the application form attached herewithin.

<b><u>Property Owner (printed name):</u></b>	<b><u>Applicant (printed name):</u></b>	<b><u>Agent (printed name):</u></b>
<b><u>Property Owner (signature):</u></b>	<b><u>Applicant (signature):</u></b>	<b><u>Agent (capacity/title):</u></b>
<b><u>Property Owner (capacity/title):</u></b>	<b><u>Applicant (capacity/title):</u></b>	
Date:	Date:	
<b><u>2<sup>nd</sup> Property Owner (printed name):</u></b>	<b><u>Co-Applicant (printed name):</u></b>	
<b><u>2<sup>nd</sup> Property Owner (signature):</u></b>	<b><u>Co-Applicant (signature):</u></b>	
Date:	Date:	