



Home Occupation - Zoning Clearance Application Packet

County of Ventura • Resources Management Agency • Planning Division
800 S. Victoria Avenue, Ventura, CA 93009 • (805)654-2488 • www.vcrma.org/divisions/planning

APPLICATION INSTRUCTIONS

1. Applicants are required to submit this form, and related attachments (ie. Business License form) prior to the preparation of a Zoning Clearance. For certain uses, supplemental information will also be required. The issuance of a Zoning Clearance could take several days.
2. Refunds are not provided after a Zoning Clearance has been issued.
3. If a violation is found on the site, the Zoning Clearance will be nullified.

If your proposed Home Occupation will occur in the Coastal Zone, please continue with **Section A** of this application packet.

If your proposed Home Occupation will occur in the Non-Coastal Zone, please continue with **Section B** of this application packet.

SECTION A - HOME OCCUPATION IN COASTAL ZONE

Home Occupation Definition:

Any commercial activity that is clearly incidental and secondary to the residential use of a dwelling and does not change the character thereof (Article 2: Definitions, page 17, VCCZO).

Home Occupation Standards Checklist:

If your proposed use meets the following criterion, please initial the corresponding box. On property containing a dwelling, no commercial activity shall be construed as a valid accessory use to the dwelling unless the activity falls within the definition and regulations of a home occupation. Home occupations are permitted in accordance with the following standards:

- No merchandise, produce or other materials or equipment may be displayed for advertising purposes. Advertising in a telephone book, newspaper, etc., or on a vehicle, shall not divulge the dwelling's location.
- The use shall be carried on only by residents of the dwelling.
- No signs naming or advertising the home occupation are permitted on or off the premises.

- The use shall not generate additional pedestrian or vehicular traffic beyond that considered normal to the neighborhood. Deliveries to the dwelling shall not be excessive and shall not disrupt traffic patterns in the vicinity.
- The use shall not generate additional pedestrian or vehicular traffic beyond that considered normal to the neighborhood. Deliveries to the dwelling shall not be excessive and shall not disrupt traffic patterns in the vicinity.
- For each dwelling unit, there shall be no more than one commercial vehicle parked on the property related to the home occupation. A vehicle with external lettering or other script pertaining to the home occupation is considered to be a commercial vehicle.
- The existence of a home occupation shall not be evident beyond the boundaries of the property on which it is conducted. There shall be no internal or external alterations not customarily found in residences.
- The use of electrical or mechanical equipment that would create visible or audible interference in radio or television receivers is prohibited.

SECTION B - HOME OCCUPATION IN NON-COASTAL ZONE

Home Occupation Definition:

Any commercial activity conducted on or from a residential lot where such activity is clearly incidental and secondary to the use of the residential lot for dwelling purposes and the activity does not change the character of the residential use

(Article 2: Definitions, page 17, VCNCZO).

Home Occupation Standards Checklist:

If your proposed use meets the following criterion, please initial the corresponding box. On property containing a residential use, no commercial activity shall be construed as a valid accessory use to the residential use unless the activity falls within the definition and regulations of a home occupation, or the activity is authorized by a discretionary permit allowing commercial operations. Home occupations are permitted in accordance with the following standards:

- No merchandise, produce or other materials or equipment shall be displayed for advertising purposes.
- No pedestrian, vehicular customer, or delivery traffic shall be generated by the home occupation that exceeds normal levels for uses allowed by Zoning Clearance in a residential neighborhood, and shall not disrupt traffic patterns in the vicinity of the dwelling.

- No signs naming or advertising the home occupation are permitted on or off the premises. Advertising for the home occupation in a telephone book, newspaper or other printed material or on equipment or vehicles associated with the occupation, shall not divulge the dwelling's location.
- The use of electrical or mechanical equipment that would create visible or audible interference in radio or television receivers is prohibited.
- A home occupation shall be conducted only by members of the household occupying the dwelling, with no other persons employed at the residence.
- Home occupations shall not occupy space required for other purposes (off-street parking, interior setbacks, etc.).
- For each dwelling unit, there shall be no more than one commercial vehicle (self-propelled and/or a towable trailer with equipment) parked on the property or the public right-of-way related to the home occupation except as noted below. Said commercial vehicle or combination of vehicles shall not have a rated gross vehicle weight (GVW) capacity in excess of 10,000 lbs. A vehicle with external lettering or other script pertaining to the home occupation is considered to be a commercial vehicle. Such lettering or script shall not divulge the dwelling's location.
- The existence of a home occupation shall not be evident beyond the boundaries of the property on which it is conducted. There shall be no internal or external alterations to the dwelling which are not customarily found in such structures.
- Home occupations involving the on-site use or storage of highly toxic materials, as defined in the Uniform Fire Code, are not permitted. Highly toxic materials are those which on short exposure could cause death or serious temporary or residual injury. The on-site use or storage of flammable or other hazardous materials must comply with the requirements of the Ventura County Fire Protection District, pursuant to the Uniform Fire Code, the Health and Safety Code and the Vehicle Code.
- Hours of operation for clients shall be limited to 9:00 am to 5:00 pm Monday through Friday. Business may continue beyond these hours if clients are not present.
- The maximum number of clients per day shall be six (6), with no overlap in clients. All clients must be by appointment to allow for control of client overlap.
- Off-site client parking shall be limited to one vehicle at a time, parked as close as possible in front of the residence with the home occupation.
- On-site parking for clients is allowed, providing that all of the following conditions are met:
 - It is not in violation of any other ordinance; and
 - It does not displace required on-site parking.

- Business related deliveries are limited to a maximum of two per week. United States Mail and commercial parcel carriers' deliveries are exempted from this limitation.

- The following exemptions from the above standards are allowed providing that the operator obtains a waiver signed by all of the owners or residents of the three closest occupied houses in both directions on the same side of the street, and the seven closest occupied houses on the opposite side of the street. The waiver requirement may be modified by the Planning Director if unique circumstances warrant the action.
 - The number of clients allowed per day may be increased to a maximum of ten (10).
 - More than one client may be allowed on-site at one time.
 - Clients may be allowed on the premises until 9:00 pm.
 - Clients may be allowed on the premises on Saturdays.



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Applicant Provided Information

Owner's Name: _____

Phone: _____ Cell: _____ Email: _____

Owner's Address: _____ Zip _____

Applicant's Name: _____

Phone: _____ Cell: _____ Email: _____

Applicant's Address: _____ Zip _____

Site Address: _____

Cross Streets: _____ & _____

Assessor Parcel No(s): _____

Home Occupation Description: _____

Business Name: _____

For Office Use

Applicant Name: _____

Date Received: _____

Violation: _____ Legal Lot Status: _____

Zoning: _____

General Plan Land Use Designation: _____

Area Plan Land Use Designation: _____