



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

FINANCE DEPARTMENT
300 TAMALPAIS DRIVE AT WILLOW AVENUE
PO BOX 159, CORTE MADERA, CA 94976-0159

APPLICATION FOR HOME OCCUPATION PERMIT AND BUSINESS LICENSE – 2021
Phone (415) 927-6725

BUSINESS CONDUCTED FROM A RESIDENCE

BUSINESS LICENSE NO. _____

HOP NO. _____

FILL IN ALL APPLICABLE INFORMATION:

New Name Change Owner Change Address Change

Name of Business: _____ Business Phone: _____

Name of Applicant: _____

Street Address: _____

Mailing Address: _____

Exact Nature or Kind of Business: _____

Date Started in Corte Madera: _____ Nuclear Weapons Contractor: Yes ____ No ____

Email Address: _____ Medical Marijuana Dispenser: Yes ____ No ____

State Sales Tax No. _____ Contractor's License No. _____

Federal I.D. Tax No: _____ State I.D. Tax No. _____

Social Security Number: _____

1. Amount of Gross Receipts prior year _____

2. Location within Residence where business is conducted: _____
(e.g. bedroom, home office, etc.)

3. Hours of operations _____ 4. Number of persons employed _____
living at the residence

5. Equipment/machinery used for this business _____
(e.g. computer, fax, phone, etc.)

6. Location where materials/supplies are stored _____
(e.g. bedroom, home office, off-site)

7. Are vehicles and/or trailers used for this business? Yes ____ No _____. If yes, where are
they to be kept when not in use: _____
(e.g. garage)

8. Are any signs planned or existing at the home? Yes ____ No _____. If yes, please describe,
Location, size, wording, etc. _____
(Must comply with Muni. Code Section 18.22.080, Signs in Residential Districts)

PLEASE COMPLETE SIDE TWO

9. Does this business conduct or offer Massage Services? _____ Yes _____ No

I, the undersigned Property Owner (or Authorized Agent with a letter of approval from Property Owner stating that said Agent may Act on Owner's behalf) of the property herein described, hereby make application for approval of the Home Occupation Permit herein described, and I hereby certify that the information is a true and correct statement to the best of my knowledge and belief.

Property Owner's Printed Name

Property Owner's Signature

I, the Business Owner, acknowledge that I have read Muni. Code Section 18.08.030 (1), Home Occupations, and hereby confirm that my Home Occupation business complies with the requirements of the above said section.

Business Owner's Printed Name

Business Owner's Signature

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT, TO THE BEST OF MY KNOWLEDGE, THE FACTS SUPPLIED ON THIS APPLICATION ARE A TRUE AND CORRECT STATEMENT.

DEPOSITS OF FEES AND CHARGES:

- | | | |
|----|---|-----------|
| 1. | Home Occupation Permit (Non-refundable) | \$ 100.00 |
| 2. | 2021 Business License Fee (01-2021) | \$ 121.67 |
| 3. | State Fee | \$ 4.00 |

Total Amount Due \$ 225.67

NOTE: ACCEPTANCE OF THE BUSINESS LICENSE DEPOSIT DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED APPROVAL OF THIS APPLICATION. IN THE EVENT YOUR APPLICATION IS NOT APPROVED, YOUR BUSINESS LICENSE DEPOSIT OF \$121.67 WILL BE PROMPTLY REFUNDED.

Method of Payment [] Cash [] Check [] Money Order [] Visa [] MasterCard

Visa/MasterCard No.: _____ Expiration Date: _____ Signature: _____

Office Use Only: SIC CODE: _____

Fee Paid: \$ _____ Date Paid: _____ Receipt No. _____ Visa/MC Auth. _____

DEPARTMENT APPROVAL: _____
Planning Department Date:

Town of Corte Madera Zoning Ordinance

18.08.030 - Special requirements for certain permitted uses and conditional uses in residential districts.

(1) Home Occupations.

(A) Home occupations shall comply with the following regulations:

- (i) There shall be no retail or wholesale sales of merchandise at the home.
- (ii) A home occupation shall be conducted in a dwelling and shall be clearly incidental to the use of the structure as a dwelling.
- (iii) There shall be no external alteration of the dwelling in which a home occupation is conducted, and the existence of a home occupation shall not be apparent beyond the boundaries of the site, except for a nameplate in accord with the provisions of Chapter 18.22, Signs.
- (iv) No one other than a resident of the dwelling shall be at the site in the conduct of a home occupation.
- (v) There shall be no noisy or otherwise objectionable machinery or equipment used in the conduct of a home occupation.
- (vi) A home occupation shall not create any radio or television interference or create noise audible beyond the boundaries of the site.
- (vii) No smoke or odor shall be emitted.
- (viii) There shall be no outdoor storage of materials related to the home occupation.
- (ix) A home occupation shall not generate more pedestrian, automobile, truck traffic, or parking demand than would normally be generated by a residence. Any need for parking for vehicles or trailers generated by the home occupation shall be met off the street and not within the front yard setback, in front of the house, or in the driveway.
- (x) Home occupations shall not in any event include the following:
 - a. Motor vehicle repair, painting, or sales;
 - b. Funeral chapel or funeral home;
 - c. Restaurant;
 - d. Stable or kennel or veterinary clinic;
 - e. Private schools with organized classes.
- (xi) A home occupation shall not be conducted on any site unless a town permit has been issued authorizing the home occupation, and the home occupation meets all of the above requirements.

(B) Procedures.

(i) An application for a new home occupation permit shall be filed with the planning department. No public hearing shall be required, but public notice shall be given, in the manner prescribed in Chapter 18.36, Administration, at least ten days prior to a decision, and any action of the planning director in granting or denying a permit shall be subject to the appeal procedure prescribed in Chapter 18.34, Appeals.

(ii) A home occupation shall not be conducted until a business license has been obtained from the town.

(iii) A home occupation permit shall remain valid provided the home occupation is conducted in a manner that is not detrimental to the public health, welfare or safety, nor conducted so as to be a nuisance, and that none of the conditions of approval is violated. A home occupation permit is not valid for more than one business and cannot be transferred to a different address.

(C) Reapplication. Following the denial or revocation of a home occupation permit, no application for the same, or substantially the same, occupation shall be filed within one year of the date of denial or revocation of the permit.

Town of Corte Madera Zoning Ordinance

18.22.080 - Signs in residential districts.

The following signs may be permitted in any residential district:

- (1) One name plate, not directly lighted, and not exceeding one square foot in area, giving the name of the occupant or pertaining to a home occupation;
- (2) An identification sign pertaining to a use conducted on the site, not exceeding four square feet in area, with letters not more than six inches high, not illuminated, and not more than a maximum of four feet in height above grade;
- (3) A church bulletin board not exceeding twelve square feet in area, with letters not more than six inches high, not illuminated, which serves only to identify a church and/or to announce its services and activities, located on the site of the church;
- (4) Temporary signs in residential subdivisions in accord with the provisions of Chapter 18.08, Residential Districts;
- (5) A residential neighborhood identification sign not exceeding eleven square feet in area;
- (6) Any sign listed in subsections (1) through (10) of Section 18.22.030, excluding subsection (6).

(Ord. 785 § 3(b) (part) 1994)