

**MAJOR HOME OCCUPATION LICENSE
SUBMITTAL REQUIREMENTS
AND PROCESSING INFORMATION**

The following documents/information must be submitted as part of the Major Home Occupation Licensing application:

- Completed license application;
- Lawful Presence Affidavit for Sole Proprietorships.
- Copy of the deed reflecting ownership of, or a fully executed lease or other legal instrument demonstrating the Applicant's right to possess the proposed licensed premises, including the beginning and ending dates (term current and valid for one year minimum from license issuance) of the applicant's possessory interest in the premises for which the license is to be issued;
- A clearly legible "to scale" site plan of the proposed licensed premises, no smaller than 8.5" x 11" and no larger than 11" x 17" showing, without limitation, the property boundaries and area location of all structures in which the home occupation would be operated; the portion or portions of such structures to be used for purposes of the home occupation; any portion of the property, other than the principal building or accessory building associated with the residential use, such as the yard, which is proposed to be used for the home occupation; the nature of such use; and the duration, frequency and time of day of such use.;
- The days and hours of operation;
- A detailed description of the nature of the business.
- All necessary City fees in cash or checks payable to the City of Edgewater;
- Other required permits or licenses related to the operation of the including, without limitation, any development approvals, building permits or sign permits;
- Proof of compliance with and approvals from each local, state and federal agency with jurisdiction over the occupation proposed; and
- Any additional information that the City Clerk reasonably determines to be necessary in connection with the investigation, review and determination of the application.

The following is an overview of the processing steps for a Major Home Occupation License:

1. No person shall establish, engage or be engaged in the operation, conduct or carrying on of any trade, profession, business, privilege, occupation or calling of any kind within the city without first obtaining a license pursuant to Article 1 Section 30 of Chapter 6 of the Edgewater Municipal Code.
2. Approval of your major home occupation license application, and issuance of a major home occupation license, is required prior to operating a business. The application should be submitted early in the process to ensure your proposed business is compliant with the Edgewater Municipal Code. Applications are available at City Hall, 2401 Sheridan Boulevard, or on the City's website <http://edgewaterco.com/>.
3. Rules governing home occupations in the City of Edgewater are contained in Article 5 of Chapter 6 of the Edgewater Municipal Code. **It is your responsibility to be familiar with local ordinances governing businesses and to abide by them at all times.**
4. All licenses shall be renewed annually.
5. Submit complete application and all required attachments to City Clerk, Beth A. Hedberg.

6. If interior or exterior changes are proposed to the tenant space or building, the Applicant will need to contact the Edgewater Building Department and the Wheat Ridge Fire Department for information related to applicable building codes and necessary permits. Chad Johnson, Building Official, can be reached at 970-566-3107. The Fire Department can be reached at 303-403-5900 or www.wrfire.org.
7. If a sign is proposed, a sign permit will be required. Signs shall comply with Chapter 16, Article 30 of the Edgewater Municipal.
8. Upon receipt of a complete application, the City Clerk shall circulate the application to all affected service areas and departments of the City to determine whether the application is in full compliance with all applicable laws, rules and regulations.
9. Review: Decision.
 - The City Clerk, after receiving comments from affected departments and agencies, shall refer an application for a major home occupation, together with the comments received, to the Planning and Zoning Commission.
 - The Planning and Zoning Commission shall, at its next regular meeting following its receipt of the application, set the date and time for a public hearing thereon. The Commission shall notify the applicant in writing of the location, date and time of the public hearing, which shall not be held sooner than thirty (30) days after the setting. Notice of the public hearing shall be published at least once not less than fifteen (15) days before the hearing date.
 - Within seven (7) days after the date of the notice, the applicant shall post the property with two (2) signs, in the form prescribed by the City Clerk, stating that the property is the subject of a home occupation license application. One (1) sign shall be posted at the front of the property, and the other sign shall be posted at the rear of the property, both in locations visible from a public right-of-way. The property shall remain posted until the day after the public hearing.
 - At the public hearing, the Planning and Zoning Commission shall consider the application, the testimony given by the applicant and the public and the comments of any affected department or agency, and shall determine whether the home occupation complies with this Code, whether it is compatible with the character of the surrounding neighborhood and whether it would produce any adverse impacts.
 - Following the public hearing, the Planning and Zoning Commission shall forward to the City Clerk its recommendation to approve, approve with conditions or deny the application. Any recommended conditions of approval shall be specified by the Planning and Zoning Commission.
 - The City Clerk shall consider the recommendation of the Planning and Zoning Commission, together with any pertinent portions of the record, in determining whether to approve, approve with conditions or deny the application. The City Clerk shall issue the final decision on a home occupation license, subject to the appeal process set forth in Section 6-5-90, in writing, within fifteen (15) days of the Clerk's receipt of the recommendation of the Planning and Zoning Commission.
10. No home occupation license shall be transferable.
11. The licensee shall promptly notify the City Clerk, in writing, of any change in the information provided in the license application. The City Clerk may investigate the change for compliance with this Code.