

**CITY OF LANDER
HOME OCCUPATION/HOME BUSINESS/
CONDITIONAL USE PERMIT APPLICATION**

NONREFUNDABLE FEE \$175.00

Instruction Sheet

1. A plot plan or drawing must be submitted. The graphic must be a straight-edged drawn plan (a drawing to scale is preferred but not necessary) delineating the property lines and dimensions, adjacent street(s) and name(s) of that/those street(s), a north arrow, the location of existing/proposed building(s) on the parcel and if applicable off-street parking and/or loading layout.
2. A list of the names and mailing addresses of all owners of property, not renters, within 400 feet of the outer limits of the proposed conditional use permit. You must obtain this information from the County Assessor's Office, (307)332-1117. The purpose of having this information is to allow the City to notify persons in the area of the proposed conditional use permit since they can be affected by a change in allowable land use in this neighborhood.
3. The following are the procedures for processing a conditional use permit petition:
 - (a) Review the request with the City Clerk. At this point, you will receive the necessary forms and instructions for filling out and filing said forms. Should you have questions you may call City Hall at (307)332-2870.
 - (b) The Board of Adjustment meets the second Thursday of the month. By ordinance, a legal notice regarding the case must be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. Our office requires submission of all completed material at least twenty-one (21) days prior to the meeting date in order to meet this publication requirement. There will be no exceptions from the twenty-one (21) day filing deadline date.
 - (c) The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request.
 - (d) All public hearings are held in the City Council Chambers, 240 Lincoln Street, Lander, Wyoming 82520 starting at 6:30 p.m.

Your meeting will be held: _____

Return forms by: _____

City of Lander Ordinance concerning home business/home occupations

General Requirements - Home Occupations/Home Business. –

a) Home occupation is defined in City Code 4-13-1 (r). The Department of Planning may issue Home Occupation Permits upon the following conditions:

- (i) Such use shall be conducted entirely within a dwelling unit or accessory building and carried on by the inhabitants living there and no others;
- (ii) Such use shall be clearly incidental and secondary to the use of the dwelling unit for dwelling purposes and shall not change the residential character thereof.
- (iii) The total area used for such purposes shall not exceed twenty (20) percent of the gross floor area of either the dwelling or up to 600 sq ft of an accessory building.
- (iv) There shall be no exterior storage on the premises of material or equipment used as a part of the home occupation.
- (v) There shall be no offensive noise, vibration, smoke, dust odors, heat or glare noticeable at or near the property line.
- (vi) There shall be no traffic generated by the home occupation that would adversely affect the residential character more than would normally be expected in a residential neighborhood.
- (vii) There shall be at least one off-street parking space provided for clientele.
- (viii) No sign shall be allowed except for one non-illuminated name plate attached to the wall of the dwelling unit, showing name/occupation only, no larger than a square foot in area.

b) **APPLICATION PROCEDURE:** Those individuals that meet these requirements shall make application to the Department of Planning. The Department of Planning may grant or reject the permit.

If the applicant does not meet all of requirements in Section 4-11-4(a) (i) through (viii) they may apply for a Conditional Use Home Occupation permit through the Board of Adjustment with an application providing the following:

- (i) Where will such use be conducted?
- (ii) How many employees are proposed?
- (iii) Will this use change the residential character of the neighborhood?
If not, why?
- (iv) What is the percentage of the gross square footage of the area to be used for such?
- (v) Will there be exterior storage, if so please describe.
- (vi) Will there be any of the following:
offensive noise;

- vibration;
 - smoke;
 - dust;
 - odors; or
 - heat or glare noticeable at or near the property line.
- (vii) What is the expected traffic for the home occupation?
 - (viii) Will there be a sign, please give location and dimensions of the sign.
 - (ix) What other issues exist with this proposed home occupation?

Home Occupations and home businesses may be reviewed and inspected by the City building inspector at any time to insure compliance. If three or more written complaints, from property owners within 400', are filed with the Department of Planning, a public hearing before the Board of Adjustment shall be required to determine the continuance of a home occupation or home business. Any expansion or alteration of existing uses must come before the Board of Adjustment for approval. The Board of Adjustment can grant or reject all applications.