



City of Ojai
Community Development Department

Project _____
Received _____
Date _____

ADMINISTRATIVE APPROVAL

- Certificate of Compliance **Home Occupation Permit** Sign Tree Minor Conditional Use Permit
 Final Parcel/Tract Map Minor Variance Other _____

OWNER INFORMATION:

Project Address: _____ PROJECT I.D. # _____

Assessor Parcel Number: _____ Zone: _____

DESCRIPTION: _____

Property Owner: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

APPLICANT:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

REPRESENTATIVE:

Name: _____

Address: _____

Phone: _____ Cell: _____ e-mail: _____

AFFIDAVIT:

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

Signature of Property Owner Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.	Date
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HOME OCCUPATION PERMIT APPLICATION

HOME OCCUPATION STANDARDS:

Prior to completing this application the applicant should review the attached Article 21 Home Occupation Permits (Sec.10-2.2101. through Sec.10-2.2107) of the Ojai Municipal Code, adopted January 13, 2004 by the Ojai City Council.

The following items and information must be submitted to obtain a Home Occupation permit in the City of Ojai. The Planning Staff may further require information in addition to these items should it be deemed necessary or appropriate under special circumstances.

HOME OCCUPATION PERMIT REQUIREMENTS:

- Completed Application Form signed by property owner or letter-authorizing Representative to sign
- Fee of \$112.00
- Site Plan indicating: Lot & building dimensions, setbacks and current parking facilities
- Floor Plan of the house indicating the room for the Home Occupation
- Photographs of the exterior of the house, parking facilities, and room reserved for Home Occupation

ANSWER THE FOLLOWING AS COMPLETELY AS POSSIBLE

Name of Business: _____

Please describe the Home Occupation: _____

Which room of the dwelling is to be reserved for the Home Occupation?: _____

Will special tools/equipment be required in the Home Occupation? Describe _____

Will materials be stored onsite? If so, where?: _____

Will materials be delivered to your residence? If so, where, when and how will deliveries be made?: ____

How many family members will be employed in the Home Occupation?: _____

Will the occupation require persons to come to your home?: _____
If so, number of persons: _____ Frequency: _____

Where are parking facilities on site?: _____

Does Home Occupation require use of commercial vehicles?: _____
If so, number of vehicles: _____ Where are the vehicles parked? _____

The Community Development Director has the authority to grant or deny applications for Home Occupation Permits in whole or in part and with conditions which the Director deems appropriate. The Director has the discretion to refer an application to the Planning Commission

Applicants will be advised of permit approval by mail.

For staff use only:	APPROVED BY:
Project No: _____	_____
Zoning: _____	Community Development Director
APN: _____	
Submittal Date: _____	Approval Date: _____