



## HOME OCCUPATION USE PERMIT APPLICATION GUIDE

### SISKIYOU COUNTY PLANNING DIVISION

806 South Main Street, Yreka CA 96097

Phone: (530) 841-2100 / Fax: (530) 841-4076

### WHAT IS A HOME OCCUPATION PERMIT?

A Home Occupation is a small scale business in an existing residence allowed in residential (Res-1, R-R) and agricultural (AG) zoning districts and conducted for the purposes of developing personal and professional skills.

### HOW DO I OBTAIN A HOME OCCUPATION PERMIT?

The Siskiyou County Planning Division, 806 S. Main St., Yreka, will provide you with the application and zoning information. Application forms are also available online. The application must be filled out by the applicant; however, the property owner must sign the application. The application is reviewed by County Planning and other County departments prior to action by the Deputy Director of Planning or, if appealed, action by the Planning Commission..

### WHAT KIND OF INFORMATION MUST I PROVIDE ON THE APPLICATION FORMS?

Basic information is requested such as name, address, location, Assessor's parcel number, access, square footage, utilities, etc. You are also asked to describe your proposed home occupation, provide photographs of the property and a location sketch and a plot plan. In addition, you should submit the names and addresses of adjacent property owners within a 300' radius of the project site along with a copy of the current Assessor's Plat Map showing the property location and the 300' radius plot lines. A Grant Deed verifying property ownership is required.

### HOW MUCH WILL THE APPLICATION PROCESS COST?

Planning Department - The Siskiyou County Planning fees can be obtained from the third page of the Department's "Application for Development Review". Also, Section 10-6-1601 of the County Code provides additional information on development fees. Planning fee checks should be made payable to Siskiyou County.

Siskiyou County Clerk – **(OPTIONAL)** May be paid upon project final approval by Deputy Director of Planning for posting of NOE by county clerk. Checks should be made payable to Siskiyou County Clerk.

Siskiyou County Public Health Department - Most projects require Environmental Health Department sewer and water clearance prior to filing the Planning Department application. Please contact the Siskiyou County Environmental Health Department to determine the fee and obtain the application requirements.

Siskiyou County Tax Collector – Check with the Tax Collector's office to determine the current annual business license fee.

## **HOW LONG WILL THIS TAKE?**

The Home Occupation Use Permit process can take from 25 to 30 days depending upon when the application is accepted by County Planning. This precludes an appeal period between approval and issuance of permit.

## **WHO REVIEWS AND WHO APPROVES THIS APPLICATION?**

County Planning coordinates its review with the county Building Division, the Environmental Health Division and the Assessor's Office, plus any other agency who may be affected including any applicable Property Owners Association/Homeowners Association. The Deputy Director of Planning makes the decision on the application. This decision can be appealed to the Planning Commission.

## **WHEN WILL THE PERMIT BE ISSUED?**

There is a 10-day appeal period after approval by County Planning; if not appealed, the permit is issued and is good as long as it is in continual use. It must be put into operation within one (1) year after approval or it is voided. If County Planning action is appealed, the County Planning Commission will decide the matter in public hearing.

## **NOTE**

**Business licenses and building permits cannot be signed off by Planning until after the appeal period has lapsed.**

**APPEAL – You have the right to appeal any decision of the Deputy Director of Planning within ten (10) days of the decision date. Appeal forms are available at the Planning Division. Your appeal will then be scheduled for hearing at the next available Planning Commission meeting.**

**FOR STAFF USE ONLY**

Application Number – HO -

End of Review Period -

**SUPPLEMENTAL APPLICATION INFORMATION**

- I. Township \_\_\_\_\_ Range \_\_\_\_\_ Section(s) \_\_\_\_\_
- II. MAP: The map is to be drawn to scale by a license engineer or surveyor on an 8-1/2 x 14" plat showing North Point, dimensions, acreage of adjusted portion and all information required herein. (See sample map on last page.)
- III. Existing and Proposed Parcel Information:

Original Acreage	Adjustment	Final Acreage	APN	Owner

VI. Explain purpose of the Boundary Line Adjustment:

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V. DESIGN AND IMPROVEMENT

Show the following items on your Boundary Line Adjustment Map: All items may not apply to your map. Check all items that are applicable to your map.)

\_\_\_\_\_ Street alignments, grades, widths.

- \_\_\_\_\_ Drainage and sanitary facilities and utilities, including alignments and grades thereof.
- \_\_\_\_\_ Location and size of all required or existing easements and rights-of-way.
- \_\_\_\_\_ Fire roads and firebreaks.
- \_\_\_\_\_ Lot size and configuration.
- \_\_\_\_\_ Traffic access.
- \_\_\_\_\_ Grading.

VI. FLOOD WATER DRAINAGE CONTROL

Yes  No Are there any natural or man-made water sources on the property? (If yes, show high water mark on the map.)

VII. IS THE PROPERTY SUBJECT TO SATURATION DUE TO:

- Yes  No Springs
- Yes  No Seeps
- Yes  No Irrigation Ditches
- Yes  No Surface Water
- Yes  No OTHER

(If you answer yes to any of the above, show location on map.)

VIII. ACCESS

To avoid any delay in the processing of this application, all evidence of access from a public road to your Boundary Line Adjustment must be submitted with your application. For any questions concerning the access, contact:

Department of Public Works  
 1312 Fairlane Road  
 Yreka, California 96097  
 Phone: 530-842-8250

XI. ACCESS TO THIS BOUNDARY LINE ADJUSTMENT

- \_\_\_\_\_ Frontage on County road # \_\_\_\_\_ (normal minimum 60')
- \_\_\_\_\_ Frontage on State Highway (normal minimum 60')
- \_\_\_\_\_ USFS Road # \_\_\_\_\_
- \_\_\_\_\_ Existing easement across private property.
- \_\_\_\_\_ Proposed easement across private property.

Must be substantiated by deeds or other evidence submitted with this application. Easement is normally required to be 60' wide along a buildable alignment subject to approval of the Department of Public Works.

**IMPORTANT** - SHOW CLEARLY ALL EXISTING ROADS AND PROPOSED ACCESS ON YOUR BOUNDARY LINE ADJUSTMENT MAP.

X. WATER SUPPLY AND SANITARY DISPOSAL FACILITIES

Applicants shall include a signed statement from the Public Health Department verifying they have received sufficient information to fully evaluate the proposed project. This form (included in this packet) shall be used for all applications regardless of the type of sewer and water supply as part of an application packet submitted to the Planning Division. Applications will not be accepted without this form.

- Projects served by **both** community water and sewer systems do not require Public Health Department clearance prior to submitting an application packet.

XI. PROPERTY OWNERS ASSOCIATION/HOMEOWNERS ASSOCIATION: (If not applicable, please indicate as such.)

\_\_\_\_\_  
Name of Property Owners Association or Homeowners Association      Phone Number

\_\_\_\_\_  
Address      Contact Person

XII. PHOTOGRAPHS - May be required to properly describe proposed application.

**PLEASE READ IMPORTANT NOTICES  
ON THIS PAGE**

**OPEN RANGE NOTICE**

Siskiyou County is an Open Range county. You must fence livestock out! Copies of the laws affecting your property are available in the offices of the Planning Department and the Building Inspector. These laws do affect your property and you should be aware of their provisions.

**NOTICE TO APPLICANTS REGARDING SISKIYOU COUNTY'S POLICY  
PERTAINING TO AGRICULTURAL OPERATIONS**

Siskiyou County has established agriculture as a priority use on productive agricultural lands, and residents of property in agricultural districts should be prepared to accept some inconvenience or discomfort from normal and necessary farm operations.

It will be recognized that the property in question may be in the vicinity of property utilized for agricultural purposes and residents of the development may be subject to the inconvenience or discomfort arising from the use of agricultural chemicals including herbicides, pesticides, and fertilizers; and from the pursuit of agricultural operations including plowing, spraying, pruning, and harvesting, which occasionally generates dust, smoke, noise and odor.