



COCHISE COUNTY
COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

October 27, 2014

Kevin Hoey
301 North 4th Street
Sierra Vista, AZ 85635

RE: Home Occupation; Docket No. HO-14-19 (Hoey), Parcel No. 106-71-269, located at 301 North 4th Street, Sierra Vista, AZ 85635

Dear Mr. Hoey,

Please consider this letter an official approval of your home occupation request for a home office for a moving business, located in an existing residence. The Planning Department has reviewed the submitted home occupation questionnaire/application. The proposed work area for your business would take place in your residence, a work area which is less than 25% of the floor area of the 1,327 square foot residence (see enclosed handout pertaining to Home Occupation criteria). Home Occupations prohibit the outdoor storage of equipment and materials, and the site must maintain the appearance of a residential property. The Planning Department does not require further permits for this use.

Please be advised that there may be deed restrictions limiting such a use of the property. The Planning Department does not investigate or enforce deed restrictions or subdivision Covenants, Conditions or Restrictions (CC&Rs). Deed restrictions are generally enforced by local property owners or homeowners associations. In addition, it is the Applicant's responsibility to obtain any additional permits, or meet any additional conditions, if any, that may be applicable to the proposed activity pursuant to other federal, state or local laws or regulations.

Any proposed changes that may affect your status as a home occupation must be submitted to the Planning Department. Any changes or expansion of the occupation beyond the parameters of this approval and definition of a home occupation (see same handout) may result in the revocation of this approval.

If you have any further questions or concerns regarding your request, please feel free to contact me at (520) 432-9240 or by email at bjwilson@cochise.az.gov

Sincerely,

Beverly Wilson, RLA
Planning Director

C: Dora Flores, Zoning Administrator
Debbie Lee, Senior Planning
Technician
Parcel File, New World



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Home Occupation

Home occupations are a way for residents of Cochise County to conduct minor, non-residential activities in their homes or a workshop without having to go through the process of obtaining a commercial permit, as long as the activity does not change the residential or rural character of their neighborhood and meets the parameters set forth below. Examples of home occupations that have been approved in the past are home offices, internet sales, web site design, handicrafts for sale at off-site locations, consulting services, and minor repair services. *Please note: any new accessory structures, such as a detached workshop, or remodeling or reconstruction in excess of \$1000 in value will require a separate residential permit and must meet all site development standards, regardless of the proposed home occupation.*

The Cochise County Zoning Regulations define a Home Occupation as:

An activity carried on by the occupant of a dwelling as a secondary use, including personal and professional services, subject to the following limitations:

- a. The home occupation may occupy an area no greater than $\frac{1}{4}$ of the floor area of the residence whether occurring within the residence or in a detached structure.
- b. No more than one person other than the residents of the dwelling shall be employed in the conduct of the home occupation.
- c. Any outdoor display or storage of materials, goods, supplies or equipment shall be prohibited, other than the signs noted below.
- d. The generation of noise, vibrations, noxious odors, dust, heat, or glare detectable beyond any property line or the storage or use of hazardous materials of a type and amount that could create a safety concern or are not appropriate to dispose of in residential garbage or sewer systems is prohibited.
- e. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in a residential neighborhood, and any need for parking generated by the conduct of such home occupation shall be met off the street.
- f. There shall be no change to the residential appearance of the premises and the primary function of the occupation shall not be the sales or rentals of goods from site.
- g. There shall be allowed one on-site non-illuminated identification sign not to exceed 4 square feet and vehicular signs.

Home Occupation Evaluation Sheet

Applicant(s): Kevin Hoey

Docket No. HO-14-19

Parcel No.: 106.71.269

Site Address: 301 N 4th St SV

Evaluated by: : bnv

Parcel is owned by applicant? Y N If No, permission letter received. Y N
Existing buildings are permitted? Y _____ N _____

1. Proposed occupation would typically have no off-site impacts? Y N

2. Residence Sq.ft: 1327 Occupation Sq.ft.: 100

Home occupation space as % of home : .07

Area of occupation is less than 25% of residence: Y N

- | | | |
|--|---|------------------------------------|
| 3. Will there be more than one employee? | Y | <input checked="" type="radio"/> N |
| 4. Outside indication of occupation? | Y | <input checked="" type="radio"/> N |
| 5. Hazardous materials? | Y | <input checked="" type="radio"/> N |
| 6. Outdoor storage? | Y | <input checked="" type="radio"/> N |
| 7. Off-site impacts? | Y | <input checked="" type="radio"/> N |

If Yes, specify:

8. Retail sales/rentals? Y N

If yes, specify:

9. ADT less than 8? Y N

10. Additional Parking? Y N

11. New septic? Y N

12. New structures? Y N

Evaluation indicates approval: Y N

Letter sent: 10.27.14 (with copies to parcel file)

BlackBear updated:



COMMUNITY DEVELOPMENT DEPARTMENT

Planning, Zoning and Building Safety

1415 Melody Lane, Bisbee, Arizona 85603

(520) 432-9240

Fax 432-9278

HOME OCCUPATION QUESTIONNAIRE

Please fill out this questionnaire completely. The Planning Department will review the questionnaire and respond by mail whether or not the proposed business/services fits within the home occupation provisions. No home occupation may be conducted without prior written approval from this Department.

Name of the Applicant(s) (PLEASE PRINT): Kevin M. Hoey

Name of the property owner if you are not the owner _____

(Letter of permission must be attached if the Applicant is not the property owner)

Mailing address 301 N. 4th St

Sierra Vista, AZ Zip Code 85635

Email address: _____

Address of the proposed use 301 N. 4th St.

(if different from mailing) Sierra Vista, AZ Zip Code 85635

Phone Number: 405-850-6607

Parcel Number* 106-71-269-0002V

*(Must provide parcel number for processing, it can be found on Tax Statement, also known as Tax Parcel I.D. Number)

- Describe the nature of the proposed home occupation, the activities that will take place, and the **primary** function for the proposed space. (Please use a separate sheet to provide us with any additional information that will help us better understand the nature of your business.)

Administrative functions of moving business.

- Where will the operation be performed:
In a detached workshop, in the residence, or others In residence
A. Please indicate the total square footage of your residence 1,327 sq ft
B. Please indicate the total square footage of the area to be utilized 100 sq ft
(Please submit a conceptual drawing for the proposed space in relation to the residence, see sample drawing)
- Will any persons other than the residents of the dwelling be employed in the conduct of the home occupation? Yes If so, how many? 1
- Will anything outside of the residence or workshop (other than one permitted, non-illuminated sign no larger than 4 square feet and vehicular signs) indicate that a business is taking place?
No
- Will any hazardous material be used for the business? No
If yes, please describe the material _____
- Will any equipment, products or materials be stored outside? No

7. Will any noise, vibrations, noxious odors, dust, heat, or glare related to the home occupation be detectable off-site? No
8. Will the primary function of the occupation be the sale or rental of goods from the site? No
9. Describe any traffic (vehicles per day or vehicles per week) you expect in addition to the traffic currently generated by residents. 1 extra vehicle per day - co-owner of business.
10. How many on-site parking spaces are available in addition to those required by your personal vehicles? 3
11. Will the proposed use require the establishment of a new septic system? No
12. Are any new accessory structures, such as a detached workshop, proposed for the home occupation? No
 Is the residence an existing structure, under construction, or proposed for construction? existing.
 Is any remodeling/reconstruction of an existing structure in excess of \$1000 involved? No
 If yes to any of these questions, has a residential permit been applied for and approved? _____
 Please indicate permit number and date approved: _____

It is the applicant's responsibility to obtain any additional permits, or meet any additional conditions, if any, that may be applicable to the proposed activity pursuant to other federal, state or local laws or regulations.

I CERTIFY THAT THE ABOVE STATEMENTS AND ANSWERS ARE TRUE AND COMPLETE:

Signature:  Date: 2014/10/23

- FOR OFFICIAL USE ONLY -

Parcel History:

Comment from the Health Department:

Comment from the Planning Department

Property Boundary

Driveway

Existing 1,327 square foot
single-family residence

Parcel #
106-71-269-005



100 square
foot office for
Home Occ.

Existing
Shed

Car Port

Property Boundary

North 4th Street

East Theater Drive



COCHISE COUNTY COMMUNITY DEVELOPMENT

"Public Programs...Personal Service"

Home Occupation Application

Applicant's Certification & Acknowledgement

By signing below, I certify that:

1. I am the Owner or authorized Agent of the Owner of the property being developed.
2. I am applying for the meetings/ review(s) indicated below.
3. I have read and understand the information provided in this Application Guide.
4. This application is complete and accurate to the best of my knowledge. Submission of false information may constitute fraud, and may be punishable by fine, imprisonment, or both pursuant to A.R.S. §13-2310.
5. I hereby request all inspections necessary to process this application, and if the permit is issued I request all inspections necessary to monitor progress, and document completion, at all stages of the work related to this permit.

By signing below, I acknowledge that:

6. Incomplete or inaccurate submittals by the Owner, Applicant or any other representative may result in delays, return of submittals, or denial of this application.
7. The submittal is subject to an administrative review of 10-business days (5-business days initial review, 5-business days resubmittal review) at which time I will receive written or electronic notice if the application is complete or, in the case of an incomplete application, a list of deficiencies that need to be corrected. An application will not pass the review for administrative completeness until all deficiencies have been corrected.
8. If the County does not issue a written or electronic notice of administrative completeness within the 10-business days, the application will be deemed administratively complete and the substantive review process begins.
9. The overall review time is 30-business days.
10. The substantive review process is 20-business days.

By signing below, I acknowledge that:

11. A complete response to any correspondence will be submitted to Cochise County for any subsequent reviews.
12. The Applicant or Agent will be sent written or electronic notice of a license approval or denial within the substantive review period.
13. All required permits must be obtained prior to any construction and that failure to obtain permits may result in fines or other penalties.
14. The Applicant or Agent is responsible for all changes and additional time required to correct plans and/or development as a result of differences between the proposed use and what is permitted in the zoning district in which the property lies.
15. The project review process and timeframe is suspended when a project triggers the requirement for an application for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.

By signing below, I acknowledge that:

16. An appeal protesting any denial of an application may be made to Cochise County Community Development Department, Planning Division Deputy Director, Beverly Wilson, 1415 Melody Lane, Bldg. E, Bisbee, Arizona 85603. The appeal shall set forth all relevant facts pertaining to the denial, and must be in writing. It must be filed within ten-days from the date of the denial letter.
17. If the County does not issue to the Applicant the written or electronic notice granting or denying a license within the **overall** time frame or within the mutually agreed upon time frame extension, the county SHALL refund the Applicant all fees charged for reviewing the applications and SHALL excuse any fees not yet paid. The refund SHALL be made within 30-working days after the expiration of the agreed upon time frame pursuant A.R.S. § 11-1605(J).

x  _____ x 2014/10/23 _____
Signature Date

Kevin Hoey _____
Print Name/Firm Owner Agent

Home Occupation Project Guide

Effective January 1, 2013

Submittal Review Timelines

Overall review time will be 30-business days.

Administrative Review:	10-business days	
1 st review	5-business days	Accepted or Notice of deficiencies
2 nd review	5-business days	Acceptance or Denial Letter
Substantive Review:	20-business days	
1 st review	10-business days	Approved or Correction Letter
2 nd review	10-business days	Approved or Denial Letter

(Business days are defined as complete 8-hour working days.)

REMINDER: The project review process and timeframe is suspended when a project triggers the requirement for approval by an Outside Agency, the Planning and Zoning Commission, and/or the Board of Supervisors. If either the Planning and Zoning Commission or the Board of Supervisors approves the request contained in the application, then the Community Development Department will resume the project review process. If the Board of Supervisors denies the request, then the Community Development Department will consider the project to be denied.