



*City of Apache Junction*  
Development Services Department  
**Home Based Business Application Form**



The applicant requesting approval to operate a home based business shall completely answer the following questions. Development Services Department staff will review the completed form and determine if the requested home based business complies with City Code. If the requested business as described below does not comply with City Code regulations, or if the applicant’s answers are incomplete or vague, the Development Services Department must deny the requested home based business. Additionally, if the subsequent use of an approved home based business is in conflict with this description or with City Code regulations, the home based business approval will be revoked.

Please fill out the following form accurately, honestly and completely. If you have any questions regarding this form or the City’s home based occupation regulations, please contact Senior Planner Rudy Esquivias at 480-474-2645.

**SITE INFORMATION**

NAME OF HOME BASED BUSINESS \_\_\_\_\_

ADDRESS OF HOME BASED BUSINESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER(S) \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

**Complete description of home based business activity and operation** (List all business activities, equipment and stock-in-trade on the premises):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please answer the following questions:

1. Will the home based business owner/operator be residing in the home? \_\_\_\_ Yes \_\_\_\_ No

2. What is the maximum number of clients or customers that are likely to visit the home based business per day?       0     2-4     5-10     11+
3. Please indicate the location of customer parking \_\_\_\_\_
4. Will you have any public or outdoor display of products, equipment, vehicles or stock-in-trade on-site?  
 Yes     No
- If so, please explain and describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. How many non-resident employees will be on the premises at the same time? \_\_\_\_\_
6. Will the home based business activity be confined to 25% or less of floor area within your home or 200 square feet or less of a detached workshop?  Yes     No
7. Will there be any business activity conducted outdoors at the site?  Yes     No
8. What is the maximum number of daily truck trips associated with pick-up or delivery of your home based business product or service?  0     1-4     5-10     11+
9. Will the home based business operation use any equipment, tools or materials that will provide a noise, odor or vibration detectable beyond your property lines?  Yes     No
- If so, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Will the home based business operation result in the storage of any hazardous, explosive or dangerous materials?  Yes     No
- If so, please list and explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Please indicate the number of home based business related vehicles will be parked on-site at the same time? \_\_\_\_\_ Vehicles    \_\_\_\_\_ Trailers

12. How many vehicles greater than 24,000 lbs. gross vehicle weight will be permanently or temporarily parked on-site? \_\_\_\_0 \_\_\_\_1 \_\_\_\_2 \_\_\_\_3+

13. Please describe any proposed business related signage including size and location.

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I have completed this form truthfully and to the best of my knowledge. Additionally, I have received, read and understand the city's definition of Home Based Occupation and will operate my home business in compliance with the regulations for home based business occupations found in [§ 1-6-6](#) of the city's zoning code (attached).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**City of Apache Junction Definition of Home Based Occupation:**

An activity carried on by the occupant of a dwelling as a secondary use, including professional and semi-professional offices, when conducted and entered from within the dwelling, in connection with which there is no public display of stock in-trade upon the premises, not more than 1 nonresident of the premises is employed and not more than 1/4 of the floor area of 1 story of the main building or a detached workshop of not more than 200 square feet in area is used for the home occupation; and provided that the residential character of the dwelling is not changed by that use and that the occupation does not cause any sustained or unpleasant or unusual noises or vibrations, or noxious fumes or odors, which unreasonably interfere with the use and enjoyment of the surrounding property by their owners or occupants, or cause any parking or traffic congestion in the immediate neighborhood.

For Dept Use only

Date Submitted: \_\_\_\_\_

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

§ 1-6-6 HOME BASED OCCUPATIONS.

Home based occupations shall be subordinate and incidental to the primary residential use and shall be subject to the following standards:

- (A) *Required license and permit.* A business license and administrative use permit ("AUP") shall be issued by the city prior to operation of the home occupation.
- (B) *Employee.* No more than one non-resident employee shall be working on-site at any given time.
- (C) *Outdoor storage or display.* There shall be no external storage or display of inventory and/or products associated with the home occupation.
- (D) *Customer/client traffic.* There shall be no more than 10 customer/client vehicles per day to the residence. Customer and client traffic shall only be between the hours of 9:00 a.m. and 8:00 p.m.
- (E) *Client and customer parking.* Any short-term employee or client/customer parking shall occur in the driveway of the home occupation property or on the street immediately in front of the residence if permitted by the city. There shall be no more than 4 client or customer vehicles parked in the driveway or parked on the adjacent street at any one time.
- (F) *Motor vehicles.* No vehicle associated with the home occupation that exceeds a gross vehicle weight of 24,000 pounds (e.g. dump truck or semi-cab size) shall be parked on the property. All vehicles parked overnight on the property must be licensed and registered to the property owner. The property shall not be used for parking or staging of business related vehicles not owned by or licensed to the property owner.
- (G) *Indoor operation.* The home occupation shall be conducted indoors and shall not produce a noise, odor, vibration, glare, or light that is noticeable beyond the property line for single-family zoning districts, beyond the adjoining walls for multi-family zoning districts, or beyond the unit spaces of manufactured home and trailer parks, as determined by the Director or designee.
- (H) *Hazardous activities and materials.* If, in the opinion of the Building Official, Police Chief and/or Fire Chief, any home occupation is deemed to be or becomes dangerous or unsafe, or presents a safety hazard to the public, or presents a safety hazard to adjacent or nearby properties, residents or businesses, the city may deny or revoke the AUP for the home occupation and take necessary action to terminate the dangerous or unsafe condition.
- (I) *Maximum floor area.* The home occupation shall not occupy more than 25% of the residence's gross floor area and 200 square feet of an enclosed workshop/garage.
- (J) *Deliveries and pickups.* Deliveries and pick-ups shall be those normally associated with residential services (e.g., UPS, FedEx or Post Office) and shall only occur between the hours of 7:00 a.m. to 10:00 p.m., daily.
- (K) *Owner operator.* The person operating the home occupation shall be a resident of the property.
- (L) *Signs.* One nameplate sign or cornerstone up to 4 square feet in size may be attached to the residential building.
- (M) *Enforcement.* Failure to comply with these home occupation standards may result in the city revoking the AUP for the home occupation.

(Ord. 1402, passed 5-6-2014)