



VILLAGE OF LOS RANCHOS DE ALBUQUERQUE
6718 Rio Grande Blvd. NW 87107
Phone: (505) 344-6582 Fax: (505) 344-8978

HOME OCCUPATION PERMIT APPLICATION

Incomplete applications will not be processed

ANNUAL FEE: \$50

LATE FEE: \$10

Business name: _____ **Website:** _____

Address: _____ 87107 87114

Owner: _____ **Email address:** _____

Phones: _____ **Mailing Address** _____

(Home) (Cell)

BUSINESS TYPE

Individual
 Partnership
 Corporation (NMSCC No.) _____
 LLC (NMSCC NO.) _____

Does the State of New Mexico require a license for this occupation? YES NO *If yes a current copy is required.*

STATE GROSS RECEIPTS INFORMATION

Company CRS filed under: _____

CRS No. _____

Last 4 digits of FEIN or SSN _____

QUESTIONNAIRE

DESCRIPTION OF BUSINESS: _____

NUMBER OF VEHICULAR TRAFFIC INCREASE PER DAY: *(i.e. clients, buyers, deliveries)* _____

LIST ANY EQUIPMENT: *(i.e. trucks, heavy equipment, trailers, etc.)* _____

DESCRIBE ARRANGEMENTS FOR MERCHANDISE STORAGE: _____

NATURE OF ANY EXPLOSIVE, FLAMMABLE, TOXIC OR HAZARDOUS MATERIALS: *(i.e. paint, lacquer, cleaning supplies, etc.)* _____

LIST OUTSIDE ACTIVITIES: _____

NUMBER AND TYPE OF EMPLOYEES: _____

SIGNS REQUESTED: *(sign permit required)* _____

A diagram must accompany application showing square footage area and percentage of home use in Home Occupation Business.

Please initial:

_____ Every home occupation permittee shall comply with all Federal, State, County and Municipal laws, and regulations applicable to permitted occupations and the failure to do so shall constitute grounds for revocation.

_____ Each home occupation requires an annual permit fee of \$15.00 and a business license of \$35.00, for a total of \$50.00. A Public Notice fee is also required.

_____ All home occupations must abide by the regulations of the zone in which the home is located.

_____ Upon request by the Planning Director, the permittee shall completely and fully cooperate with any investigation of any complaint or suspected code violation, including allowing a complete on premises inspection by Village of Los Ranchos designated personnel.

SIGNATURE MUST BE NOTARIZED

I swear that all the information is true and accurate to the best of my knowledge. I have read the Home Occupation Ordinance and agree to the conditions and terms contained therein. (See *attachment*)

Print Name

Signature

JURAT

STATE OF NEW MEXICO
COUNTY OF BERNALILLO

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20 _____

BY: _____

Notary Public

OFFICAL USE ONLY

DATE: _____ HO # _____

RECIEPT # _____ AMOUNT _____

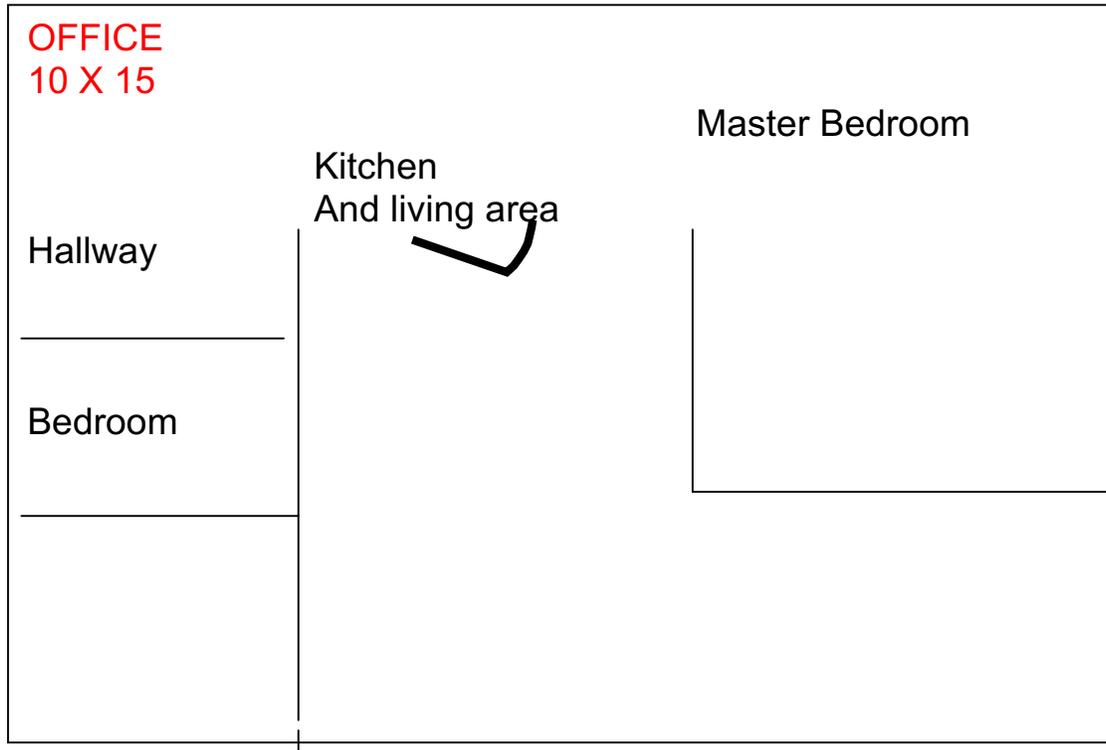
CHECK # _____ CASH _____

BED & BREAKFAST

DEMINIMUS

HOME OCCUPATION

SAMPLE SITE PLAN HOME OCCUPATION



Business Name _____

Address of Business: _____

Square feet utilized in home _____

Square feet of ancillary building _____

Total square feet of house: _____

Total square feet of ancillary building _____

**UTILIZE REVERSE SIDE TO DIAGRAM HOME
AND ANCILLARY BUILDING USED IN BUSINESS**

PLEASE RETURN THIS FORM WITH THE REQUIRED INFORMATION TO:
VILLAGE OF LOS RANCHOS
6718 RIO GRANDE BLVD. NW
LOS RANCHOS, NM 87107

Chapter 9 – Land Use Regulation

Article 2 – Zoning and Zone Map

Section 25 – Application and Approval Process

(4) Home Occupation Permit. A home occupation is any use or activity clearly incidental and secondary to the use of a premise as a dwelling.

(a) Permit Required. It shall be unlawful for any person, either directly or indirectly to conduct any home occupation without a permit approved by the Planning Director or Commission.

(b) Procedure for issuance of permit.

1. Every person required to procure a permit under the provisions of this paragraph shall submit an original permit application to the Village. The application shall be in such form and require such information as the Planning Director shall determine.
2. Public Notice shall follow §9.2.25(F)
3. The permit application shall be accompanied by the first permit and business license fee
4. The Planning Director shall review all applications for permits.
5. If the application is for use of 500 square feet or less of the home and there is no adverse public comment, the Planning Director may approve the application.
6. If adverse public comment is received or the business utilizes an accessory building, the home occupation permit application shall be heard at a regularly scheduled public meeting of the Planning and Zoning Commission.
7. Whenever the Planning Director determines, in his or her discretion, that an application for permit is contrary to Village law, detrimental to the health, safety, or welfare of the Village or its inhabitants, or that the applicant is not acting in good faith, then the Planning Director shall recommend denial of the home occupation permit application to the Planning and Zoning Commission.

(c) Conditions of approval. If approved a permit for home occupation shall be subject to the following conditions:

1. It shall be conducted entirely within the residence or accessory buildings, by persons living at the residence as the primary business operator. Up to two additional employees may be employed by the business.
2. No more than five hundred (500) square feet of a residence and/or 1,000 square feet of an accessory building shall be used to conduct a home occupation.
 - a. §9.2.25(D)(4)(c)(2) shall take effect on January 8, 2014 for all new applications.
3. It shall not generate significant vehicular traffic or parking around the

residence in addition to that normally associated with the use of the residence as a dwelling. Up to ten (10) business related trips per day shall be considered negligible.

4. Any heavy equipment, trucks or vehicles not normally associated with residential use which may be used directly or indirectly in the home occupation shall not be stored or parked on public streets or residential property.
 - a. With specific approval of the Planning and Zoning Commission, there shall be permitted no more than two (2) service vehicles, used in the conduct of the business, upon the premises at any one time. A service vehicle is a car, SUV, pick-up truck or panel van.
 - b. There shall be no idling vehicles, nor diesel trucks greater than one (1) ton permitted on the premises.
5. There shall be no change in the outside appearance of the residence or accessory building or other visible evidence of the conduct of the home occupation except that a small non-illuminated sign of not more than four (4) square feet that blends with the aesthetic quality of the neighborhood may be approved by permit.
6. Any sales shall be limited to products or services generated or provided by the residents and must not disrupt the residential nature of the neighborhood.
7. There shall be no storage of materials or displays of merchandise visible from outside the lot lines of the residence.
8. There shall be no storage of materials or products which are explosive, flammable, toxic or otherwise hazardous to persons living with in the residence or to the public.
9. No activity shall be performed outside of the dwelling or accessory building which is not normally associated with the use of the residence as a dwelling.
10. The conduct of the business must not produce offensive noise, vibration, fumes, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare electrical interference or other objectionable effects beyond the exterior walls of the dwelling or accessory building.
11. The Planning and Zoning Commission may impose such other conditions as it deems reasonable under the circumstances and those conditions shall be recorded on the approved home occupation permit.
12. Upon request by the Planning Director, the permittee shall completely and fully cooperate with any investigation of any complaint or suspected Code violation, including allowing a complete on premises inspection by Village designated personnel.

(d) Duration and Renewal. A home occupation permit shall remain in effect and an Annual Renewal License form must be submitted by December 31 of each year.

1. The Home Occupations permit fee may not be prorated for home occupations conducted for a portion of the year.
2. An Annual Renewal License form shall be filed on or before December 31 of each year. The Form shall be in such format as the Planning Director shall determine and shall be accompanied by the annual fees.
3. Renewal of each existing license is subject to approval of the Planning Director when no complaints or violations have been documented. Annual license renewals do not require public notice.
4. Permits which have received complaints or violations at any time during the year shall follow §9.2.25(E)(3) Home Occupation Revocation procedures.

(e) License Renewal Fee. The annual license renewal fee shall be fifteen dollars (\$15.00). The fee shall be in addition to the Business Registration required by State Law.

1. Any person who fails to make a timely renewal shall be subject to a late fee of ten dollars (\$10.00) per year. The late fee is in addition to any penalties which may be imposed for violation of this Section.

(f) Duties of Permittee. Every home occupation permittee shall comply with all federal, state, county and municipal laws and regulations applicable to such permitted occupation and the failure to do so shall constitute grounds for revocation. Each permittee shall post a current license on the premises where it is visible at all times.

(5) Home Occupation Permit – De Minimis

a) The Planning Director may administratively approve such home occupation permit applications that meet the requirements of a De Minimis Home Occupation, a classification of home occupation activity that produces no visible or invisible effect at the property such as providing an internet service.

1. Public Notice shall follow § 9.2.25(F).

b) A De Minimis home occupation permit may be approved to allow business activities within a residential property that comply with the following conditions.

1. It shall be conducted entirely within the residence or accessory buildings on the residential property and only by persons living at the residence.
2. No more than five hundred (500) square feet of a residence, and no accessory building shall be used to conduct a De Minimis home occupation.
 - a. §9.2.25(D)(5)(b)(2) shall take effect on January 8, 2014 for all new applications.
3. It shall not generate vehicular traffic or parking around the residence in addition to that normally associated with the use of the residence as a dwelling.
4. Any heavy equipment, trucks, or vehicles not normally associated with residential use that shall be used directly or indirectly in the home occupation shall not be stored or parked on public streets or residential property.

5. There shall be no change in the outside appearance of the residence or accessory building or other visible evidence of the conduct of the home occupation.
6. Any sales shall be limited to products or services generated or provided by the residents of the property and must not disrupt the residential nature of the neighborhood.
7. There shall be no storage of materials or displays of merchandise visible from outside the lot lines of the residence.
8. There shall be no storage of materials or products that are explosive, flammable, toxic, or otherwise hazardous to persons living within the residence or to the public.
9. No activity shall be performed outside of the dwelling or accessory buildings which is not normally associated with the use of the residence as a dwelling.
10. The conduct of the business shall not produce offensive noise, vibration, fumes, smoke, dust or other particulate matter, odorous matter, heat, humidity, glare, electrical interference or other objectionable effects beyond the exterior walls of the dwelling or accessory building.
11. Other conditions shall be imposed as deemed reasonable and necessary.
12. Every home occupation permittee shall comply with all federal, state, county, and municipal laws and regulations applicable to permitted occupations and the failure to do so shall constitute grounds for revocation. Each license shall be posted on the premises where it is visible at all times.
13. De Minimis home occupations shall not employ individuals other than the permittee and permittee family members who live and work on the premises.
14. All home occupations must abide by the regulations of the zone in which the home is located.
15. No signage shall be permitted.
16. Upon request by the Planning Director, the permittee shall completely and fully cooperate with any investigation of any complaint or suspected code violation, including allowing a complete on premises inspection by Village designated personnel.

(c) Duration and Renewal:

1. The De Minimis Home Occupations permit shall remain in effect and the fee may not be prorated for home occupations conducted for a portion of the year.
2. An Annual Renewal License form shall be filed on or before December 31 of each year. The Form shall be in such format as the Planning Director shall determine and shall be accompanied by the annual fees.
3. Renewal of each existing license is subject to approval of the Planning Director when no complaints or violations have been documented. Annual license renewals do not require public notice.

4. Permits which have received complaints or violations at any time during the year shall follow §9.2.25(E)(3) Home Occupation Revocation procedures.

(d) License renewal fee. The annual license renewal fee shall be fifteen dollars (\$15.00). The fee shall be in addition to the Business Registration required by State Law.

1. Any person who fails to make a timely renewal shall be subject to a late fee of ten dollars (\$10.00) per year. The late fee is in addition to any penalties which may be imposed for violation of this Section.