



TOWN OF DEWEY-HUMBOLDT
 "Arizona's Country Town"

Home Business/Occupation Application
 Community Development
 P.O. Box 69
 Humboldt, AZ 86329

www.dhaz.gov

Phone: 928-632-8643, Fax 928-632-7365

Owners Name:		Business Name:		Date:	
Home Address:			City/State/Zip:		
Home Phone:		Work Phone:		Email:	Fax:
Description of Home Occupation (Attach additional sheets if needed):					

Home Occupation Requirements (Include a narrative discussing how the proposed home occupation satisfies all of the criteria below):

1. A home occupation shall be conducted in a primary dwelling or in an attached or detached accessory structure and shall be clearly incidental to the use of the primary structure as a dwelling or accessory structure as a garage, workshop, storage shed or barn.
2. In no way shall the appearance of the structure or premises be so altered or the conduct of the occupation within the structure be such that it can be recognized as serving a non-residential use (either by color, materials, construction, lighting, signs, sounds or noises, vibrations, display of equipment, etc.)
3. The home occupation shall not cause any sustained or unpleasant noises, vibrations, noxious fumes, dust odors or glare. The use shall not create any radio or television interference or cause any parking or additional traffic beyond what a normal single-family residence would generate in the immediate neighborhood.
4. No one other than a resident of the dwelling shall be employed in the conduct of a home occupation.
5. No storage of materials and/or supplies, including vehicles or equipment used in the occupation, indoors or outdoors, shall be permitted which will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood. Outside storage shall be in keeping with outside storage requirements for a single-family residence per this Ordinance.
6. The home occupation shall not utilize or rely upon delivery or service from large vehicles not customary in residential areas.
7. The use shall not generate pedestrian or vehicular traffic beyond that normal to the District in which it is located.
8. Signage shall be in keeping with Town Code Section 153.125-153-138 (Sign Code) regarding nameplate identification signage for a residence and shall not advertise the home occupation.
9. Please provide documentation of the Arizona Transaction Privilege Tax License Number for your Home Business. If you have no license number, please provide an explanation. _____

I have read and understood the requirements for a Home Business/Occupation. I certify that the Home Business I propose will not violate any of these requirements. I agree to conduct my Home Business in accordance with the above restrictions, and understand that periodic inspections may be performed by City staff to determine compliance.

 Signature of owner or representative

 Date

TOWN USE ONLY			
Zoning Compatibility Checked By:	Date:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	TPT License Number
Reasons for Denial / Other Comments:			

*If application is being submitted by someone other than the owner of the property under consideration, a letter of authorization or other corresponding information must be provided.

Town of Dewey-Humboldt

Directions to Site

Instructions: An actual detailed line map is needed, not written instructions, adding any significant buildings, land marks, main highway, street names, and north arrows. If the map is not adequate it could cause a delay in issuing your permit.

Assessor's Parcel Number _____ Address _____



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Instructions for Drawing a Plot/Site Plan

Plot Plans must be drawn in Black Ink to scale on the form provided and must include all of the following information. An additional 8 ½" x 11" form may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.

Site Plans must contain the following information and be drawn on the same size sheet as your construction drawings (minimum paper size is 18" X 24").

1. Indicate "North" with directional arrow.
2. Property Dimensions. (see Orientation of Dimension and Lettering as indicated on the Plot Plan Form).
3. Indicate scale used (Engineer's Scale ONLY – Not Smaller than 1" = 60').
4. Proposed structure(s) with all dimensions, including POOLS.
5. Existing structure(s) with all dimensions, including POOLS.
6. Distance(s) between structures.
7. Distances all structure(s) to all property lines.
8. Description of each structure's use.
9. Adjacent streets/roads.
10. Location of driveway(s) and material used (i.e., gravel, concrete...).
11. Location, size, dimensions of septic system with leach area (show perc test holes, 100% expansion area [minimum distance from septic & leach], length & slope of outlet lines [5' minimum], distribution box/diversion valve, inspection pipe(s) length, width & number of leach lines [distance between trenches], degree of slope in leaching area, length & slope of building sewer lines, setbacks from property lines, buildings, wells, dry washes, other sewage systems, water lines).
Note: If individual wells provide water, maintain minimum septic setbacks of 50' from property lines and 100' from all wells including neighboring wells.
12. Locations of all utility poles, meters, and lines.
13. All easements regardless of purpose must be displayed.
14. Slope information: slope information may be given in feet or percentage of slope
 - a. Indicate high and low point of lot if lot slopes
 - b. Indicate by arrows the direction of slope
 - c. Indicate how much difference there is in elevation (in feet) between high and low point.
15. Any watercourse(s) on the parcel or within 200 feet of existing or proposed structure(s); wells within 100 feet of the parcel; and road-cuts within 50 feet of the parcel (A watercourse is defined as any topographic feature that carries water periodically. Other appropriate terms might be wash, creek, river arroyo, slew or drainage way.) Indicate elevation difference of proposed building site to the lowest wash elevation adjacent to the building site.
16. Location of existing roadside ditches and road culverts with size.
17. Layout of parking spaces, including handicapped, per use requirements (pertains to all except single family dwelling permits).
18. Signage must be identified but requires a separate permit.
19. Location and type of exterior lighting.
20. Location where orange card will be posted.
21. **Full size SITE PLAN must also include existing and proposed grades, building pad elevations, drainage, and, cut and fill amounts.**

Drainage Report/Plans (if required) must be in accordance with the Yavapai County Drainage Criteria Manual (See the Flood Control District with any questions).



TOWN OF DEWEY-HUMBOLDT Plot Plan Sketch and Affidavit

I certify that I am authorized by the property owner to make this application, that all information provided for this application is correct and that this plot plan, as part of the permit, indicates all structures (including fences, walls, and pads), correct property and building dimensions; setback distances; legal access and easements; road cuts; walls and/or any water course (including washes, drainage ditches etc.) on or within 50'; 100' and 200' respectively of the property. We agree to conform to all applicable laws of this jurisdiction.

Signature

Date

Orientation of Plot Plan

Dimension & Lettering ↕				
Dimension & Lettering ↔				

Document #

Sec

Twn

Rng

A P N

Zoning: _____

Stories: _____

Height: _____

Slope: _____ %

FY: _____

RY: _____

EY: _____

IY: _____

LC: _____

Lot Area _____

Lot % _____

Density Used: _____

Scale: _____

North
Arrow

MUST BE DRAWN TO SCALE PER CHECKLIST. An additional 8 1/2" x 11" sheet may be used to provide an area map for a parcel which exceeds 2 acres or dimensions of 300 feet.