



HOME OCCUPATION RESIDENTIAL ZONING CLEARANCE

Application Packet
Taos County
Planning Department

Ordinance 2018-02
Land Use Regulations

**Taos County Planning Department
105 Albright Street Suite H
Taos, NM 87571
Ph. (575) 737-6440**

HOME OCCUPATION RESIDENTIAL ZONING CLEARANCE CHECKLIST

The following submittals are required to receive a Home Occupation Residential Zoning Clearance from Taos County. Please complete and submit a copy on 8 1/2 x 11 paper of the requested information. Information will be due as seen fit by the Site Development Review Staff of the Taos County Planning Department. Incomplete or inadequate submittals will result in a delay or rejection of the request for a Home Occupation Residential Zoning Clearance. Please contact staff with questions regarding the submittals required herein.

***NOTE: ALL DRAWINGS MUST BE DRAWN TO SCALE**

- Completed Home Occupation application
- Rural Address Verification: Rural Address Verification Form must be completed and reviewed by a Rural Addressing Coordinator. Please note, address verifications should be the 1st step to ensure the proper address is being utilized for all other documents.
- Proof of Residency: Proof that person proposing to conduct Home Occupation resides at the site of the proposed Home Occupation.
- Completed Taos County Business Registration Application and a copy of a State of New Tax Identification Number (CRS Number).
- Proof of payment of Property Taxes and Solid Waste fees due and payable to Taos County.
- Proof of payment of \$25.00 application fee.
- Site plan (minimum scale: 1" = 5'). Site plan shall depict all existing structures and their square footages, setbacks, a floor plan showing the square footage for the structure where the proposed Home Occupation Business will occur, parking area, and other applicable standard requirements.
- Copy of registered deed.

****IF THE APPLICANT FAILS TO PROVIDE THE ABOVE REQUESTED INFORMATION, THEN THE APPLICATION PROCESS SHALL BE POSTPONED UNTIL ALL REQUESTED INFORMATION HAS BEEN PROVIDED.***

APPLICATION FOR HOME OCCUPATION BUSINESS

Taos County
Planning Department
105 Albright Street
Suite H
Taos, New Mexico 87571
Phone: (575) 737-6440 Fax: (575) 737-6449

Date: _____ Case Number _____

Property Owner: _____

Mailing Address: _____

Physical Address: _____

Phone Number(s) _____

Applicant Name: _____

Address: _____

Phone Number(s) _____ Acreage of Property _____

****Attach a copy of registered deed.***

Name of Home Occupation Business: _____

Description of Home Occupation Business: _____

Gross Floor Area of Home Occupation: _____ Square Feet.

Gross Floor Area of Office Occupation: _____ Square Feet

Number of Employees: _____

SUBMITTAL CERTIFICATION

I hereby certify that the documentation submitted for review and consideration by the Taos County Planning Department has been prepared in compliance with Section 4.4.2, the applicable regulations as stated in Section 4.3.1 AND Section 4.8 of the Taos County Land Use Regulations, and the Home Occupation Checklist. Failure to include the minimum submittals may result in the delay or rejection of my application. I also understand that failure to comply with the attached regulations may result in the revocation of my Home Occupation Permit and its associated Taos County Business License. I also certify that the signature(s) affixed to this application are those of the property owner and authorized applicant.

Print Applicant Name

Staff Signature

Date

Applicant Signature

Date

Property Owner Signature

Date

HOME OCCUPATION RESIDENTIAL ZONING CLEARANCE

Section 4.8.2 Home Occupation Standards.

- A. **Permit Required.** All home occupation development uses are subject to review of application requirements for Residential Zoning Clearing outlined in Sections 4.2 and Performance standards for Residential Zoning Clearance Permit outlined in Section 4.3. Including the Supplemental requirements outlined below.
- B. **Supplemental Application and Performance standards.** All home occupation development uses are subject to and shall comply with the following:
1. No more than two (2) full-time/part-time employees, other than members of the family residing on the premises.
 2. A home occupation shall not exceed the lesser of 1,000 square feet or fifty percent (50%) of the floor area of the primary residential structure in which the home occupation is to be conducted at the time of permitting.
 3. The storage of materials associated with a home occupation shall be screened from the view of adjacent properties by fencing or other type of enclosure and the materials shall be stored in a manner that does not create a threat to health, safety, public welfare or a nuisance.
 4. An accessory structure which is utilized for a home occupation shall not utilize more than fifty percent (50%) of the accessory structure floor area, unless the accessory structure is the lesser of than 1000 square feet or fifty percent (50%) of the size of the primary residential structure.
 5. The use of the primary residential structure or accessory structure for home occupation shall be clearly incidental and subordinate to its use for residential purposes by its occupant(s).
 6. There shall be no change in the outside appearance of the building or premises, nor other visible evidence of the conduct of the home occupation, except for one non-illuminated name plate sign that is six (6) square feet in area or less.
 7. Parking for employees, customers, and clients of the home occupation shall be provided off-street, that is, any vehicles or equipment associated with the business shall not be parked or stored on a public or private street, alley, drive, or other access to the property.
 8. No more than two (2) vehicles associated with the home occupation may be parked or stored on the property, unless it can be demonstrated that the additional vehicles are garaged and that they do not create an adverse impact on the neighborhood and its surrounding character.
 9. Deliveries and pickups by tractor-trailers to a home occupation business, for home occupation purposes, shall be restricted to Monday through Friday during the hours of 8:00 a.m. to 5:00 p.m.
 10. No equipment or process shall be used that creates a nuisance or adversely impacts the existing uses and properties in the neighborhood.
 11. The business shall comply with all applicable federal, state, and county laws, ordinances and regulations.
 12. A single family residence with day care facilities serving six (6) children or less is allowed for use as a home occupation.
 13. Retail sales shall be limited to those products produced by the person with the home occupation. Parts incorporated into repairs need not be manufactured by the person with the home occupation.
 14. A single family residence with the short term (less than 30 days) residential rental of no more than three rental units is allowed for use as a home occupation.
 15. It is unlawful for any person to engage in business or offer for sale any goods or services without first obtaining a tax number from the New Mexico Taxation and Revenue Department. Such tax number shall be prominently displayed and evidence thereof shall be provided to the Planning Department at the time of application.
 16. All home occupations shall have a current Taos County business registration.

Jim K. Fambro
Mark Gallegos
Darlene Vigil
AnJanette Brush
Candyce O'Donnell

District I
District II
District III
District IV
District V

Brent Jaramillo

County Manager



RURAL ADDRESSING
PLANNING DEPARTMENT
105 Albright Street, Suite H
Taos, NM 87571
Office: (575) 737-6440
rural.addressing@taoscounty.org

Clear All Data!

REVIEW FEE \$10.00 ADDRESSING FEE \$35.00

RURAL ADDRESS APPLICATION

**THIS INFORMATION IS NECESSARY TO OBTAIN TELEPHONE AND POWER SERVICE.
THE INFORMATION IS USED BY EMERGENCY RESPONSE PERSONNEL VIA THE TAOS
COUNTY E-911 SYSTEM.**

PROPERTY CODE NUMBER _____ OWNER NUMBER _____

CURRENT PHONE NUMBER (_____) - _____ - _____

NAME _____
(Last) (First) (Initial)

(Last) (First) (Initial)

CURRENT MAILING ADDRESS:

(Street) (P.O. Box)

(City) (State) (Zip)

In order to properly process your request, a staff person will determine your address based on the road's official name in the E-911 database adjacent existing house numbers, and/or other relevant data, and the driveway's distance from the beginning of the road. (For example: 1.5 miles will be #150; 0.8 miles is #80.) All odd numbers will be assigned to one side of the road and all even numbers to the other. Please describe how we will find your driveway. (Begin with the closest named road.) Please use back of sheet or separate sheet of paper to draw a sketch if needed. If there is an existing address please provide it below:

OFFICE USE ONLY

	_____	_____	_____	_____
	NUMBER	UNIT TYPE	UNIT	ZIP CODE
NEW ADDRESS \$35	<input type="checkbox"/>			
VERIFICATION \$10	<input type="checkbox"/>			
	_____		_____	
	ROAD NAME		LOCAL COMM	
	_____	_____	_____	_____
	WUI Y/N ESN	SIGNATURE	DATE	