



2401 Sheridan Boulevard
Edgewater, Colorado 80214
www.edgewaterco.com

MAJOR HOME OCCUPATION LICENSE APPLICATION

New License

License Renewal

Home occupation means any occupation conducted for any commercial purpose in a residential building, an accessory building associated with the residential use and/or such other areas as permitted by Code Section 16-26-20(a)(1).

Major home occupation means a home occupation which does not meet one (1) or more of the requirements of the definition of a minor home occupation. (\$53 Annual Fee). No person shall conduct a major home occupation within the City without a home occupation license.

Minor home occupation means a home occupation which: has no exterior signs; has no employees who do not reside within the dwelling; has no more than one (1) vehicle stopping at the place of business for purposes of the home occupation at any one (1) time, and no more than eight (8) vehicles stopping at the place of business for purposes of the home occupation in any twenty-four-hour period; and has only isolated and occasional deliveries to or from the place of business with any vehicle longer than sixteen (16) feet or rated over eight thousand (8,000) pounds gross vehicle weight.

Applicant is defined as the Legal Name of Individual or Business Entity that will hold license if approved.

Applicant is applying as (attach organizational documents):

- Corporation Individual Partnership
 Limited Liability Company Association or Other Non-Profit

Applicant Name: _____

Trade Name of Establishment (doing business as): _____

Applicant Contact Name (please print): _____

Address of Premise Location:

Street Address City State Zip Code

Business Mailing Address (if different from Premise location):

Street Address City State Zip Code

Business Phone: _____ Emergency Phone: _____

Business Email Address: _____ Website Address: _____

If your license is approved, would you like your business information to be contained in the business directory on the City's website at www.edgewaterco.com ? Yes No

State Sales Tax License No.: _____ FEIN No.: _____

Jefferson County Health Department License No.: _____

If Applicant is an individual, please complete the following:

Home Address:

Street Address _____ City _____ State _____ Zip Code _____

Social Security Number * (last four digits only): _____ Date of Birth: _____

Driver's License Number: _____ Jurisdiction that issued Driver's License: _____

If Applicant is a corporation, partnership, association or limited liability company, please list ALL OFFICERS, DIRECTORS, PARTNERS, MEMBERS AND MANAGING MEMBERS OF THE ENTITY, AS APPLICABLE TO THE PARTICULAR ENTITY. If necessary, provide additional information on a separate sheet. (Not required for renewals unless there are amendments.)

NAME	HOME ADDRESS, CITY STATE, ZIP	DOB	POSITION	LAST 4 DIGITS OF SS No. *

Does the Applicant have legal possession of the premises for at least one (1) year from the date that this license will be issued by virtue of ownership, lease or other arrangement? Yes No

Ownership Lease Other (explain in detail): _____

If leased, list name of landlord and tenant, and date of expiration, EXACTLY as they appear on the lease:

Landlord	Tenant	Expires

Building Owner's Mailing Address:

Street Address _____ City _____ State _____ Zip Code _____

Contact Phone Numbers: _____

State the hours of operation each day:

Monday	_____ to _____	Friday	_____ to _____
Tuesday	_____ to _____	Saturday	_____ to _____
Wednesday	_____ to _____	Sunday	_____ to _____
Thursday	_____ to _____		

Will there be ANY remodeling or building alterations for the purpose of accommodating the home occupation? Yes No

Will you be installing a sign? Yes No

Have you applied for a sign permit? Yes No

Describe in detail the nature of your business:

Will you have any employees who do not reside within the dwelling? Yes No
If yes, how many? _____

Will there be more than one (1) vehicle stopping at the place of business for the purposes of the home occupation at any one (1) time? Yes No

Will there be more than eight (8) vehicles stopping at the place of business for purposes of the home occupation in any twenty-four (24) hour period? Yes No

Will there be deliveries to or from the place of business? Yes No

If yes, how many times per week and day? _____

Will you be selling any articles of tangible personal property? (Tangible personal property is generally moveable items that are used for income production. Examples would be office furniture, business equipment, restaurant equipment and fixtures, and any other item or supply used to operate a business. All tangible personal property is taxable unless it is specifically exempt by law.)

Yes No

If yes, please describe the articles of tangible personal property:

Will you be storing, using or consuming in the City any articles of tangible personal property or taxable services purchased at retail? (Please refer to attached guidelines.) Yes No

If yes, please describe the articles of tangible personal property to be stored, used or consumed in the City or taxable services purchased at retail:

Are you required to hold any other licenses or permits issued by Jefferson County, the State of Colorado, or the Federal Government? Yes No

If so, please provide proof of compliance with and approvals from each local, state and federal agency with jurisdiction over the occupation proposed.

* Not released pursuant to C.R.S. 24-72-3-102.

Oath of Application		
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge and belief. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Edgewater Municipal Code and all Rules and Regulations which govern my Home Occupation License. I further acknowledge that it is my responsibility to provide the City with amendments to this application in the event that any information provided herein changes after the date of application.		
Authorized Signature	Printed Name and Title	Date

Edgewater Municipal Code §16-26-20. Criteria.

(a) A home occupation must meet all of the following criteria:

- (1) The use of any portion of the property other than the principal and/or accessory residential buildings, including but not limited to the yard, shall be permitted only if it is demonstrated that such use will be accomplished without adversely affecting the residential character or appearance of the dwelling, without disturbing the peace, tranquility, safety and quiet of the residential zone district and without otherwise adversely affecting the neighborhood, and then only to the extent and in the manner allowed in the license, if a license is required.
- (2) Exterior alterations or additions to an accessory building for the purpose of accommodating a home occupation are prohibited.
- (3) There shall be no exterior storage or display of materials, goods, supplies or equipment used in the home occupation.
- (4) Only one (1) nonilluminated sign not exceeding one (1) square foot in area and pertaining to the use thereof or providing the name of the home occupation shall be permitted. A vehicle sign displaying the name of the home occupation shall be counted for purposes of this Paragraph unless the sign is one which is painted onto the side of or is magnetically affixed to the vehicle.
- (5) Not more than one (1) employee who does not reside within the dwelling may be employed in a home occupation.
- (6) The parking, stopping or standing of any vehicle related to the home occupation shall be confined to the street frontage of the property containing the home occupation, the driveway and the garage or carport.
- (7) The home occupation shall not generate noise, dust, vibration, odor, smoke, glare, electrical interference, fire hazard, traffic or parking congestion or any other nuisance or hazard which disturbs or tends to disturb the peace, tranquility, safety and quiet of a residential zone district.
- (8) Storage of hazardous materials shall be permitted only in conformity with the Uniform fire code as adopted by the City.
- (9) The home occupation shall not increase the life safety hazard rating of the principal building or any accessory building, as such rating is defined in the Uniform building code as adopted by the City.
- (10) The home occupation shall comply with such additional requirements as are made conditions of the approval of a home occupation business license under Chapter 6.
- (11) Except as specifically authorized by Paragraph (6) hereof, no street, alley or other public way of the City shall be occupied for any purposes associated with the home occupation.

(b) Any occupation which is subject to county, state, or federal laws or regulations shall not be exempt from conforming to those laws and regulations when operated as a home occupation; however, nothing herein shall permit any such occupation to be operated as a home occupation if any of those laws and regulations conflict with any requirements of this Code. In addition, nothing in this Chapter shall exempt any home occupation from conforming to all ordinances and regulations of the City, excepting only the provisions of this Article pertaining to permitted uses in a Residential 1 District or a Residential 2 District.

(c) Nothing in this Article shall authorize the operation of a home occupation in violation of any covenants, restrictions or conditions of record applicable to the property.



LAWFUL PRESENCE AFFIDAVIT
SOLE PROPRIETORSHIP

_____ New License

_____ License Renewal

I, _____, dba _____
swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- _____ I am a United States citizen, or
- _____ I am a Permanent Resident of the United States, or
- _____ I am lawfully present in the United States pursuant to Federal law.

I understand that this sworn statement is required by law because I have applied for a public benefit. I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Signature

Date

Form of ID Presented: _____

Valid Colorado Driver's License, Colorado ID card, Military ID, Coast Guard Mariner, Native American Tribal Documents.

STATE OF COLORADO
COUNTY OF JEFFERSON

I, _____ Notary Public in and for said County and State, do hereby certify that on this ___ day of _____, 20_____, _____ appeared before me in person and executed the above instrument.

IN WITNESS THEREOF, I have hereunto set my hand and seal.

Notary Public

My commission expires: _____