TOWN OF COLMA
HOME OFFICE APPLICATION

The Town of Colma finds that limiting home office activities is in the best interest of the health, safety and welfare of the residents of the Town. The use and enjoyment of properties closely proximate to one another depends upon limitations on commercial and other uses within residential areas. A Home Office Application approval giving zoning clearance and Business Registration are required in order to carry out home office activities.

Property Address: _____

Assessor's Parcel No.:_____ (can be found on property tax bill.)

Description of Home Office Activities and type of Business: _____

_____

_____

_____

Applicant

Name: _____Telephone No.: _____

Mailing Address: _____

Email Address: _____

Property Owner (if different than applicant)

Name: _____Telephone No.: _____

Mailing Address: _____

Email Address: _____

_____ _____

Signature of Property Owner Authorizing Home Office Activity Date

This section to be completed by the Planning Department.

_____ *$50.00 Filing Fee* *Date Rec'd Stamp*

The Town of Colma Planning Department is open Monday - Friday – 8:00 AM to 5:00 PM
1190 El Camino Real, Colma, CA 94014
Telephone: (650) 757-8888 FAX: (650) 757-8890 Email: planning @colma.ca.gov

Business Operator Statement

As the business operator, I hereby certify, under penalty of perjury, that my home office:

(1) will not *Change Residential Character* by interfering with, frustrating, or obstructing the primary use of the property as a residence or by changing the color, material, construction or lighting of the premises to attract business.

(2) will not *Park or Store Commercial Vehicles or Attachments*. A vehicle used primarily in connection with the home office shall not be parked, stopped or stored on the subject property or on any public street in the Town. Equipment attached to a vehicle used primarily in connection with the home office use shall not be parked, stopped or stored on the subject property or on any public street in the Town.

(3) will not involve *Direct Sales* of goods, merchandise, or services except by mail, telephone or other mode of electronic communication and where no merchandise is physically delivered to, sent from, or stored at the premises.

(4) will not involve the *Sales of Illegal or Regulated Items and Services.* Use of a home office or dwelling unit for illegal sale, either direct or indirect, is prohibited. Examples include but are not limited to: sale of firearms [as defined by Penal Code Section 12001(b)]; sale of hazardous materials, fireworks or explosives; sale of alcoholic beverages made on the premises or elsewhere; sale of prescription medications or narcotics; sale of illegally imported items; and appointments for massage or escort services.

(5) will not involve any *Environmental Disturbances.* An environmental disturbance is any activity which will emit, release, cause or create any of the following: objectionable noise [in excess of 45 decibels, "A" weighted day-night level or dBA(LDN)]; electrical or magnetic interference; vibration; release of particulate matter; odor; heat; humidity; glare; refuse; radiation; interference with the transmission of communications; interference with radio or television reception; or other objectionable emissions, effects or hazards, which increase these effects above the local ambient level or create a potential danger to the community.

(6) will only use residential or light business *Equipment and Furniture* such as facsimile machines, table-top copy machines, phones, personal computers, laptops, and electronic tablets, and office furniture. Where the dwelling is used for music lessons, only musical instruments and office furniture will be used. Machinery and equipment not normally found in a residence is not permitted in a home office.

(7) will not involve *Manufacturing or the Use of Fabrication Equipment*. The manufacture or fabrication of goods is prohibited.

(8) will not involve *Instruction of more than Two Students* at any given time. Not more than six students per day are permitted at the dwelling unit. All lessons shall be by appointment only, and recitals are not permitted. All lessons shall be in a subject taught at an accredited grammar or high school or in playing a musical instrument, such as the piano or guitar.

(9) will not *Employ Nonresidents* who do not live at the property. This prohibition does not apply to a domestic servant, such as a maid, gardener, or babysitter, who has been hired to assist in maintaining the household or caring for a resident.

(10) will not include *Signage*. No person may install or permit a sign for a home office use that is not in conformance with the regulations for the district in which the business is located.

(11) will not have *Business Guests*. The business operator shall not receive any clients, customers, vendors, subcontractors or other persons intending to transact business at the subject property. The business operator shall not allow any employees or independent contractors to work or congregate at or around the subject property.

(12) will not have *On-Site Client or Business Associate Meetings*. Use of a home office or dwelling unit for an on-site client visit or meeting is prohibited. All meetings between or among clients, business associates or employees shall be conducted off-site from the dwelling unit.

(13) will not involve *Hazardous Material Storage or Use.* Hazardous chemicals or substances not normally found at a residence, such as cleaning supplies, laundry supplies or garden chemicals in quantities appropriate for single dwelling use, are prohibited.

(14) will abide by the following Building and Structural Requirements:

a) *Enclosure.* All activities related to the home office use must be conducted within the enclosed, livable area of the premises.

b) *Area.* The maximum area that may be used for a home office shall not exceed 200 square feet.

c) *Structure*. A dwelling unit may not have an external entrance to a space devoted to a home office use, or with internal or external alterations or construction features not customary in dwellings.

d) *Garage*. The use of the garage or carport of a dwelling unit to store merchandise or equipment or to conduct any business activity is prohibited.

Agreed to by:_____

Print Name:_____ Date:_____

Zoning Clearance

As Zoning Administrator, I find that:

(1) The building is a legal dwelling unit in a location zoned for residential use;

(2) a resident of the dwelling unit will use the home office either as an office or a place of instruction;

(3) The home office use will not include any use or activity that is prohibited as stated above;

(4) The home office will conform to the building requirements and space limitation of no more than 200 square feet; and

(5) The home office use will not include any use or activity that is not incidental to or incompatible with residential activities.

I hereby provide a Zoning Clearance for this Home Office Application:

_____	_____	_____
City Planner (Zoning Administrator)	Date	Zoning

Comments:_____

_____

_____

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