



# CITY OF PALMDALE

Planning Division  
Development Services Building  
38250 Sierra Highway  
Palmdale, CA 93550  
(661) 267-5200  
planningdiv@cityofpalmdale.org

## STANDARD APPLICATION

We highly recommend that you create an Accela Citizen's Access (ACA) account at [Accela Link](#) before submitting this application, to allow for quicker fee payment and processing.

**Please place a check mark next to the entitlement being requested:**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Additional Animal Clearance   | <input type="checkbox"/> Modification                         | <input type="checkbox"/> Specific Plan                |
| <input type="checkbox"/> Annexation                    | <input type="checkbox"/> Occupancy Review (Home/Commercial)   | <input type="checkbox"/> Subdivision Development Plan |
| <input type="checkbox"/> Appeal                        | <input type="checkbox"/> Pre-Application                      | <input type="checkbox"/> Temporary Use Permit         |
| <input type="checkbox"/> Conditional Use Permit        | <input type="checkbox"/> Planned Development                  | <input type="checkbox"/> Tentative Map                |
| <input type="checkbox"/> Deferred Completion Agreement | <input type="checkbox"/> Reclamation                          | <input type="checkbox"/> Time Extension               |
| <input type="checkbox"/> Density Bonus Agreement       | <input type="checkbox"/> Request for Reasonable Accommodation | <input type="checkbox"/> Variance/Minor Exception     |
| <input type="checkbox"/> Development Agreement         | <input type="checkbox"/> Sign Permit                          | <input type="checkbox"/> Zone Change                  |
| <input type="checkbox"/> General Plan Amendment        | <input type="checkbox"/> Sign Program                         | <input type="checkbox"/> Zoning Clearance             |
| <input type="checkbox"/> Minor Site Plan Review        | <input type="checkbox"/> Site Plan Review                     | <input type="checkbox"/> Zoning Ordinance Amendment   |
| <input type="checkbox"/> Minor Use Permit              | <input type="checkbox"/> Special Event Permit                 | <input type="checkbox"/> Zoning Verification Letter   |

**Project Address:** \_\_\_\_\_

**Assessor Parcel Number(s) (APN):** \_\_\_\_\_ **Existing Zone:** \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

**Project Proposal:** \_\_\_\_\_

**Primary Point of Contact:**  Applicant  Engineer  Architect

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Engineer/Architect:** \_\_\_\_\_

**Engineer/Architect's Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

I certify that the foregoing statements and information are true and that any submittal material, statements or plan designs are correct to the best of my knowledge. I acknowledge and accept the following statements regarding the processing and review of applications by the City staff, Planning Commission and City Council:

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### FOR PLANNING USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Case No: \_\_\_\_\_ Related Case No: \_\_\_\_\_



### **MANDATORY CONDITIONS FOR OPERATION**

Home occupations may be permitted on property used for residential purposes provided that the use is operated pursuant to the following conditions of operation:

1. The home occupation shall be incidental and secondary to the use of the dwelling for residential purposes.
2. There shall be **no customers, clients, or visitors coming to the residence** for purposes of the home occupation except for the purpose of individual instruction such as academic tutoring or music lessons.
3. **No signs** relating to the home occupation shall be allowed except those required by State law.
4. Advertising shall not include the residential address and shall not be displayed anywhere on the site of the home occupation.
5. No one other than a resident of the dwelling shall be employed on the premises in the conduct of a home occupation.
6. A Home Occupation Clearance is valid only for the person(s) and residence approved by the City.
7. No dwelling shall be built, altered, furnished, or decorated for the purpose of conducting the home occupation in such a manner as to change the residential character and appearance of the dwelling, or in such a manner as to cause the structure to be recognized as a place where a home occupation is conducted.
8. There shall be no entrance or exit specifically provided or marked on the dwelling or on the premises for the conduct of the home occupation.
9. A home occupation shall be conducted entirely within the dwelling unit and the activities of such home occupation shall not be visible, or otherwise noticeable, outside the dwelling unit structure.
10. There shall be no home occupation activities that are objectionable due to glare, dust, fumes, odor, vibration, noise, or that disturb the peace.
11. No equipment or process shall be used which creates visual or audible electrical or mechanical interference in any radio or television receiver or other device outside the dwelling

- unit structure or causes fluctuations in the line voltage outside the dwelling unit structure.
12. The home occupation shall not require any upgraded utility service capacity beyond that which is customary for residential service. Separate utility meters, which serve only the home occupation shall not be allowed.
  13. An enclosed garage may be used for home occupation purposes; provided, however, that such use shall not interfere with the maintenance of the number of enclosed parking spaces required for the residence as required by PMC Section 17.87.060 (Required Vehicle Spaces).
  14. No mechanical or construction equipment which is not typically found in residential neighborhoods shall be stored on the premises. Goods, wares, or merchandise associated with the home occupation may be stored inside a building.
  15. No vehicles or trailers except those normally incidental to a residential use shall be parked in a manner that is visible from the public right-of-way.
  16. No more than one motor vehicle, or vehicle-trailer combination, not exceeding a gross vehicle rating of 14,000 pounds shall be stored or parked at a residence and/or used in connection with the home occupation.
  17. The home occupation shall not generate vehicular traffic and/or vehicular parking which degrades or is otherwise detrimental to the residential nature of the neighborhood.
  18. If the home occupation is to be conducted in a rental unit, a written statement from the property owner or an authorized agent of the property owner, giving permission for operation of the home occupation shall be provided to the City.
  19. The home occupation shall not affect nor reduce the parking spaces required by the Zoning Ordinance.
  20. Home occupations shall not involve the use and/or on-site storage of chemicals, flammable materials, or other hazardous materials except as may be permitted by the Uniform Fire Code.
  21. The operator of a home occupation shall obtain and maintain a current business license from the City.
  22. No home occupation shall include the sale or storage of firearms, ordnance, ammunition, or other weapons which are regulated by the Bureau of Alcohol, Tobacco and Firearms, at the site of the home occupation.

**Conditions for Mobile Businesses**

Home Occupation Permits for mobile businesses may be permitted, provided that the mobile business is operated pursuant to the Mandatory Conditions for Operation described above in addition to the following conditions that specifically apply to mobile businesses:

1. The service provided by the mobile business shall be pursuant to the zone in which the work is performed.
2. The mobile business shall comply with all applicable requirements of any agency with regulatory or permitting authority over the conduct of that business.
3. Any automotive-related services shall be limited to cleaning, detailing, and minor replacement, or repair to glass and/or accessory parts; no mobile business operating with a Home Occupation Clearance shall be allowed to conduct auto repair, auto body, or engine work.
4. No work shall be conducted in a publicly accessible parking lot without approval from the property owner.
5. No work shall be conducted on City-owned property, including parks, park and ride lots, parking lots, or public rights-of-way without prior authorization from the City.

Signature \_\_\_\_\_

Date \_\_\_\_\_