**Application Checklist**

All applications are required to contain one copy of the following:

<table>
<thead>
<tr>
<th>Applicant (✓)</th>
<th>Description</th>
<th>Staff (✓)</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Completed and signed Development Review Application</td>
<td></td>
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<td></td>
<td>Narrative fully describing the proposed request that includes: &lt;br&gt;   ▶ Number of customers at any one time &lt;br&gt;   ▶ Indicate if you will have an employee &lt;br&gt;   ▶ Square footage of the area being used for the home occupation &lt;br&gt;   ▶ Number of parking stalls &lt;br&gt;   ▶ Hours of operation &lt;br&gt;   ▶ Type of use proposed</td>
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<td></td>
<td>Recorded warranty deed for the subject property</td>
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<td></td>
<td>Affidavit of Legal Interest signed and notarized by the property owner (If owner is a corporation, submit a copy of the Articles of Incorporation or other evidence to show that the person signing is an authorized agent)</td>
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<td></td>
<td>Neighborhood meeting sign-in sheet (Applicants are required to hold a neighborhood meeting to provide an opportunity for public review of the proposed project prior to the submittal of an application)</td>
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<tr>
<td></td>
<td>Scaled vicinity map showing the location of the subject property (can be obtained from the Planning Division)</td>
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<td></td>
<td>Dimensioned site plan showing the boundaries of the property, floor plan of house, area intended for accessory use, parking and yard areas</td>
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<td>Standards for Home Occupations, Statement of Compliance form signed by applicant</td>
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<td></td>
<td>Fee</td>
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**APPLICATION WILL NOT BE ACCEPTED UNLESS ALL ITEMS ON THE CHECKLIST ARE SUBMITTED.**
STANDARDS FOR HOME OCCUPATION ACCESSORY USE
STATEMENT OF COMPLIANCE

UDC 11-4-3.21: Home Occupation Accessory Use: In addition to the noticing requirements set forth in subsections 11-2A-2A, the following standards apply to all home occupation accessory uses with the exception that strict adherence to the standards contained in subsections E, F, G and H of this section in the TN-C and TN-R Districts is not required:

A. The home occupation accessory use shall only be allowed as an incidental, secondary use to an allowed residential use. The operator of the home occupation accessory use shall be responsible for obtaining an accessory use permit, as well as any and all other applicable licenses, permits, or inspections, prior to operating the home occupation accessory use. Where a home occupation accessory use includes the provision of lessons or instruction to a group of seven (7) or more students at one time, prior to submittal of an application for an accessory use permit, the applicant shall hold a neighborhood meeting in accord with subsection 11-5A-4B of this title.

B. Allowed home occupation accessory uses include, but are not limited to:
   1. Personal and professional services.
   2. Direct sales.
   3. Artisan craft production or instruction.
   4. Art, dance, music, or other lessons/instruction.
   5. Any other similar use, as determined by the Director.

C. Prohibited home occupation accessory uses include, but are not limited to:
   1. Vehicle repair.
   2. Vehicle rental.
   4. Equipment repair.
   5. Equipment rental.
   6. Retail sales, except:
      a. The sale of services or items produced or fabricated on the premises as a result of the home occupation accessory use;
      b. The sale of products secondarily related to the personal service aspect of the home occupation accessory use; or
      c. The sale of products sold online that are delivered to customers by mail.
   7. Any other use prohibited by the UDC or in violation of the purpose statement of this code, as determined by the Director.

D. In no way shall the home occupation accessory use emit lighting, noise, fumes, smoke, dust, odors, vibrations, or electrical interference that can be observed outside the dwelling. A sign may be displayed at the dwelling for advertising the home occupation accessory use in accord with the standards set forth in UDC 11-3D-8B.

E. The home occupation accessory use shall be conducted entirely in the dwelling, and not more than ten percent (10%) of the overall area of said dwelling shall be used for a home occupation accessory use or for storing goods associated with the home occupation accessory use. An attached garage shall be included in the calculation of the area of the dwelling for this purpose.

F. No activity connected to the home occupation accessory use or any storage of goods, materials, or products connected with a home occupation accessory use shall be allowed in any detached garage or detached accessory structure.
G. The home occupation accessory use shall not have more than two (2) outgoing pick-ups per day from a common carrier.

H. The home occupation accessory use shall be conducted by the inhabitants of the dwelling, and no more than one nonresident employee shall be permitted at any time.

I. The home occupation accessory use shall not serve as a headquarters or main office where employees come to the site and are dispatched to other locations.

J. Off-street parking shall be provided as Section 11-3C-6 of this Title, in addition to the required off-street parking for the dwelling.

K. All visits by clients, customers, and/or employees shall occur between the hours of 8:00 a.m. and 8:00 p.m.

**Certification:**

*I have read and understand the above standards for the operation of a home occupation and certify that I will conduct my business in accordance with these standards. If I cannot meet these standards, I am not allowed this accessory use.*

Applicant’s Signature: ________________________________ Date: __________________
STATE OF IDAHO  )
COUNTY OF ADA  )

I, ____________________________, ____________________________
(name)                         (address)
(city)                         (state)

being first duly sworn upon, oath, depose and say:

1. That I am the record owner of the property described on the attached, and I grant my
   permission to:

   ____________________________, ____________________________
   (name)                         (address)

   to submit the accompanying application(s) pertaining to that property.

2. I agree to indemnify, defend and hold the City of Meridian and its employees harmless
   from any claim or liability resulting from any dispute as to the statements contained
   herein or as to the ownership of the property which is the subject of the application.

3. I hereby grant permission to City of Meridian staff to enter the subject property for the
   purpose of site inspections related to processing said application(s).

Dated this __________ day of ____________________________, 20________

________________________________________
(Signature)

SUBSCRIBED AND SWORN to before me the day and year first above written.

________________________________________
(Notary Public for Idaho)

Residing at: ____________________________

My Commission Expires: ____________________________