

City of Rancho Santa Margarita

LETTER OF INTENT AND BUSINESS REGISTRATION FORM - HOME OCCUPATION

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|---|------------------------------|--------------|----|
| BUSINESS REGISTRATION NUMBER: RSM - | | | |
| Business Name: | | | |
| Business Address (No P.O. Boxes): | Telephone: | Email: | |
| Mailing Address (If different from above address): | | | |
| Type of Business: | | | |
| Detailed Description of Business Activities: _____ _____ _____ | | | |
| Detailed Description of ON-SITE Business Activities: _____ _____ _____ | | | |
| Total Number of Employees: | Number of Employees ON-SITE: | | |
| Secondary Contact Person: | RELATIONSHIP/TITLE: | | |
| Secondary Contact Person's Phone Number: | | | |
| IF YOU ANSWER "YES" TO ANY QUESTIONS BELOW, PLEASE EXPLAIN IN DETAIL. | | YES | NO |
| WILL ANY TOXIC, HAZARDOUS, FLAMMABLE LIQUIDS, CHEMICALS OR ANY SOIL MATERIALS BE STORED AT THIS LOCATION? | | | |
| WILL ANY MATERIALS OR CHEMICALS BE MANUFACTURED OR FABRICATED AT THIS LOCATION? | | | |
| EXPLAIN: _____ | | | |
| OWNER OF BUSINESS INFORMATION | | | |
| NAME: | | | |
| ADDRESS: | | | |
| PHONE: | | | |
| FAX: | | | |
| E-MAIL: | | | |
| I CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE. (SIGNATURE REQUIRED BELOW) | | | |
| BUSINESS OWNER'S NAME(PRINT): _____ | | TITLE: _____ | |
| BUSINESS OWNER'S SIGNATURE: _____ | | DATE: _____ | |
| For Planning Department Use Only: | REVIEWED BY: | DATE: | |
| For Building & Safety Department Use Only: | | | |

*ANY MODIFICATION OR CHANGES MADE TO THIS FORM WILL DEEM IT VOID

City Hall: 22112 El Paseo, Rancho Santa Margarita, CA 92688

City of Rancho Santa Margarita

Home Occupation Performance and Development Standards

Sec. 9.05.060 of the City of Rancho Santa Margarita Zoning Code

Adopted by the City of Rancho Santa Margarita on May 11, 2007

These regulations are provided so that certain incidental and accessory uses may be established in residential neighborhoods under conditions that will ensure their compatibility with the neighborhood. They are intended to protect the rights of the residents to engage in certain home occupations that are harmonious with a residential environment.

The establishment and conduct of home occupations shall comply with the following requirements:

- 1) All home occupations generally shall be conducted only within the enclosed area of the dwelling and shall be clearly incidental to the residential use of the structure. The business may be located in a garage, provided all off-street parking requirements for the applicable zoning district are met.
- 2) There shall be no exterior evidence of the conduct of a home occupation.
- 3) The principal character or use of the dwelling within which the home occupation is conducted shall in no way be altered (by the use of color, materials, construction, lighting, signs, sounds noises, vibrations, display of equipment, etc.) so that it may be reasonably recognized as serving a non-residential use.
- 4) No motor or mechanical equipment shall be permitted other than that normally incidental to the residential use of the structure.
- 5) Home occupations may not generate pedestrian or vehicular traffic beyond that considered normal within the surrounding neighborhood.
- 6) No storage of materials and/or supplies, indoors or outdoors, shall be permitted that will be hazardous to surrounding neighbors or detrimental to the residential character of the neighborhood.
- 7) Wholesale and retail sales of automobiles is not permitted.
- 8) Dating services are not permitted.
- 9) Fortunetelling, palm reading, psychics, and similar activities are not permitted.
- 10) Massage services are not permitted.
- 11) No more than two (2) rooms in the dwelling or twenty (20) percent of the residence, whichever is less, shall be employed for the use of the home occupation.
- 12) Electrical or mechanical equipment that creates visible or audible interference in radio or television receivers or causes fluctuations in line voltage out-side of the dwelling unit shall be prohibited.
- 13) Home occupations may not create any smoke, odor, liquid, or solid waste other than that normally incidental to residential use of the structure.
- 14) There shall be no outdoor storage or display of materials or equipment maintained on the premises.
- 15) Required residential off-street parking shall be maintained.
- 16) There shall be no signs.
- 17) There shall be no more than one (1) employee, who is not a resident of the site where the home occupation is established, working on the premises.

I have read and understand the above home occupation standards.

Signature

Date

Print Name

Contact Phone Numbers:

| Type of Permit | Agency | Phone # |
|----------------------------------|-------------------------------|--------------|
| Fictitious Business Name & DBA | O.C. Clerk Recorder | 714-834-2500 |
| Seller's Permit & Resale License | State Board of Equalization | 949-440-3473 |
| Labor Law Information | U.S. Department of Labor | 714-621-1650 |
| State Income Tax Information | State Franchise Tax Board | 800-338-0505 |
| Federal Income Tax Info & ID # | Internal Revenue Service | 949-389-4002 |
| Environmental Health Permits | O.C. Health Care Agency | 714-433-6000 |
| Small Business Assistance | Small Business Administration | 714-550-7420 |
| Local Business Support | R.S.M. Chamber of Commerce | 949-888-6681 |