

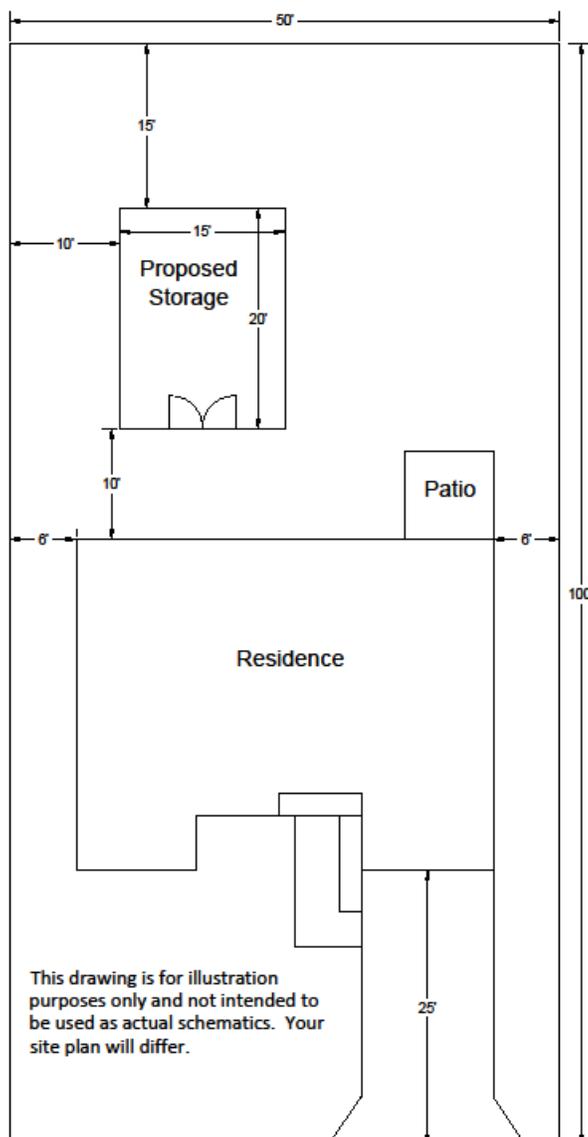


**PLANNING & ZONING COMMISSION HEARING REQUEST  
CONDITIONAL USE PERMIT  
FOR HOME OCCUPATION**

The following documents must be submitted to the Department of Development Services in order for the department to process your request for a Conditional Use Permit.

1. A copy of the property's Warranty Deed.
2. A completely filled out application.
3. A processing fee in the amount of \$150.00. (*Annual renewal fee of \$50.00*)
4. A site plan of your property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs, including lighting and heights.

**EXAMPLE SITE PLAN**





## HOME OCCUPATION GUIDELINES

1. The applicant shall comply with all City of Pharr Ordinance requirements, listed below; any violation of City Ordinance will terminate this Conditional Use Permit;
2. A "**home occupation**" is a commercial use customarily carried on in the home by the members of the occupant family without structural alterations in the principal building of any of its rooms, without the installation of machinery or additional equipment other than that customary to normal household operations, without the employment of additional persons.
3. The area used in conducting the home occupation will be clearly secondary to the home use;
4. A non-illuminated sign of not more than eighteen (18) inches by twenty-four (24) inches identifying the name of the owner and his/her title or occupation may be permitted when attached flush to the main building;
5. There shall be no more than one (1) additional unrelated employee other than immediate members of the family residing on the premises;
6. Any change in location, change in ownership or business entity owning or carrying out its operation on the property shall terminate this Conditional Use Permit;
7. Any request to revise, alter or amend the conditions or requirements shall require the applicant to apply for a new Conditional Use Permit;
8. This Conditional Use Permit shall be issued for a period of one (1) year. It shall be the owner's responsibility to apply for renewal thirty (30) days before its expiration date;
9. Garages, carports or accessory buildings, shall not be used for **home occupation** other than for the storage of an automobile;
10. There shall be no exterior display or alterations indicating that the building is being used for any purpose other than that of a dwelling;
11. There shall be no entrance or exit way specifically provided in the dwelling or on the premises for the conduct of the **home occupation** thereon;
12. A **home occupation** that serves as a daycare, group home, registered home, or the like, shall be incidental to the use of a dwelling unit for residential purposes. No more than 360 square feet of indoor floor area of the dwelling may be used in connection with a **home occupation** or for storage purposes. Floor area of a dwelling shall include the floor area of all heated and ventilated and thereby habitable rooms and areas within the dwelling;
13. No more than one (1) **home occupation** shall be permitted within any single dwelling;
14. The following shall be considered as grounds for revocation of a **home occupation** Conditional Use Permit:
  - A. Any change in use or change in extent of use, area or location of the dwelling being used.
  - B. Failure to allow periodic inspections by representatives of the City of Pharr at any reasonable time.
  - C. Failure to pay the annual renewal fee of \$50.00 shall result in the assessment of an additional five dollars (\$5.00) per business day late fee up to thirty (30) days after the date of expiration of the Conditional Use Permit; or revocation of the permit if not paid by the 31<sup>st</sup> day.
  - D. Conditional Use Permits for **home occupations** that have been revoked may not be applied for again until a period of one (1) year has lapsed from the date of revocation.
15. The kitchen cannot be used as the primary entry / exit for the home occupation;
16. Applicant shall be in full compliance with all conditions as set forth by Code Compliance, Fire Department, Police Department and / or Health Department.