

HOME USE OCCUPATION APPLICATION PROCESS

PROPERTY OWNER MUST COMPLETE ENTIRE APPLICATION (If incomplete, it will be returned)

This form is completed by the City of Silver Bay and is only used as a guideline.

NAME OF APPLICANT: _____

PROPERTY LOCATION: _____

PERMIT NUMBER: _____

DATE COMPLETED

- CITY RECEIVED A HOME-USE OCCUPATION RENEWAL APPLICATION
If existing permit expired, applicant will be considered new and required to go through full process with all fees applicable. _____
- CITY RECEIVED \$30 RENEWAL APPLICATION FEE _____
- CITY RECEIVED A HOME-USE OCCUPATION PRE-APPLICATION (FOR NEW APPLICATIONS) _____
- CITY DETERMINED A PERMIT IS REQUIRED (FOR NEW APPLICATIONS) _____
- COPY OF PROPERTY OWNERSHIP RECEIVED WITH APPLICATION (I.E. - the recorded deed) _____
- DOES PROPERTY HAVE DELINQUENT UTILITIES DUE? Yes No Amount: _____
- DOES PROPERTY HAVE DELINQUENT TAXES DUE? Yes No Amount: _____
- LAKE COUNTY PARCEL ID _____

- CITY RECEIVED FULLY COMPLETED PERMIT APPLICATION
If incomplete, application will be returned _____
- \$100 APPLICATION FEE PAID TO CITY OF SILVER BAY (FOR NEW APPLICATION) _____
- COPY OF PROPERTY OWNERSHIP RECEIVED WITH APPLICATION (I.E. - the recorded deed) _____
- DEADLINE DATE TO ISSUE PERMIT (60 days after city receives application) _____
- APPLICATION SENT TO PLANNING/ZONING TO SET PUBLIC HEARING _____
- PUBLIC HEARING DATE SET BY PLANNING AND ZONING BOARD _____
- AFFIDAVIT OF MAILING TO LOCAL CITIZENS
This includes a copy of the notice sent to property owners & a list of parties the notices were sent to. Notices sent to property owners within 350' for all hearings with the exception of rezoning in which notices will be sent to property owners within 500' of the property in this application. This must be done within 10 days before the public hearing but not more than 20 days. _____
- AFFIDAVIT OF PUBLIC HEARING PUBLICATION
This must be completed 10 days before the public hearing but not more than 20 days. _____
- PUBLIC HEARING CONDUCTED _____
- PLANNING & ZONING APPROVAL/DENIAL DATE _____ APPROVED DENIED
Planning and Zoning Chair must sign application
- REASON FOR DENIAL: _____
- COUNCIL APPROVAL DATE _____ APPROVED DENIED
Mayor must sign application
- REASON FOR DENIAL: _____
- DATE PERMIT ISSUED _____
- PROCESS COMPLETED _____