

Zoning Permit No.:	_____
Receipt No.:	_____
Amt. Rec'd:	\$ _____

**CITY OF RATON, NEW MEXICO**  
**DEPARTMENT OF PLANNING AND ZONING**

**APPLICATION OF HOME OCCUPATION**

Please read attached City Ordinance §156.005 prior to completing the following application.

This application shall be accompanied with plans drawn to scale to include the following:

1. Plat map or survey indicating actual dimensions of the lot to be improved.
2. Site plan indicating location and dimensions of all structures, existing and proposed, to be used for the proposed business, specifically dimensions of primary residence.
3. Proposed on-site parking spaces as required by §156.005.
4. Other information essential to determine that provisions of the Extraterritorial Zoning Ordinance are met.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Address/Legal Description: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Proposed Commercial Use/Nature of Business: \_\_\_\_\_

Type of Equipment to be Used: \_\_\_\_\_

Structure to be Utilized by Business:

Home: \_\_\_\_\_ Garage: \_\_\_\_\_ Shed: \_\_\_\_\_ Other: \_\_\_\_\_

Calculation of area to be Use by Business:

Sq. Ft. of Ground Floor of Primary Residence: \_\_\_\_\_

Sq. Ft. of Room or Structure to be Used for the Business: \_\_\_\_\_

Percentage (Primary Residence Sq. Ft./Business Sq. Ft.): \_\_\_\_\_

**\*NOTE\*: Percentage of primary residence used for home occupation shall NOT exceed 25%**

Number of Residents to be Employed by Home Occupation: \_\_\_\_\_

**\*NOTE\*: No persons other than residents of the above property may be employed.**

Names of Employees: \_\_\_\_\_

How will Business be Advertised? \_\_\_\_\_

**\*NOTE\*: No outside advertising signs are allowed in residential zones.**

Will Retail Sales Occur at this Property? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Explain? \_\_\_\_\_

Number of Off-Street Parking Spaces Provided: \_\_\_\_\_

**\*NOTE\*: If retail sales occur at the home occupation, a minimum of two OFF STREET parking spaces shall be required on the lot(s) and must be noted on accompanying plans.**

Types of Materials Displayed or Stored in the Proposed Structure? \_\_\_\_\_

.....  
*I hereby acknowledge that all information provided in regard to this development is true and accurate to the best of my knowledge. By signing this document, I agree to comply with the zoning requirements of the City of Raton Zoning Ordinances and understand that any deviance from the submitted/ approved plan must be reported to the Department of Planning and Zoning.*

\_\_\_\_\_  
Signature of Home Occupation Owner

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

- 1. Is use questionable? Yes \_\_\_\_\_ No \_\_\_\_\_
- 2. What are the conditions placed on this use that will be adhered to by the Applicant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3. New Mexico Tax Identification Number: \_\_\_\_\_
- 4. Zoning Permit Number: \_\_\_\_\_
- 5. Business Registration Number: \_\_\_\_\_
- 6. Off Street Parking: **Required?** Yes \_\_\_\_\_ No \_\_\_\_\_  
If required is parking adequate? Yes \_\_\_\_\_ No \_\_\_\_\_

**This commercial home occupation, use and structure, has been reviewed by the City of Raton Planning and Zoning Department and the Office of the City Clerk/Treasurer. By way of this document, the above Property Owner/Applicant is hereby approved for a home occupation license. This document is issued in accordance with the requirements of the City of Raton Ordinances and all other subsequent zoning amendments. I hereby certify that at the time of review, the proposed improvement was in compliance with the City of Raton Ordinances pertaining to home occupations and land use.**

\_\_\_\_\_  
Signature of Zoning Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of City Clerk/Treasurer

\_\_\_\_\_  
Date



**CITY OF RATON, NEW MEXICO**  
**DEPARTMENT OF PLANNING AND ZONING**

**DEFINITION OF HOME OCCUPATION**

Pursuant to Raton City Ordinance §156.005.

§ 156.005 DEFINITIONS.

**HOME OCCUPATION.** Any commercial use conducted entirely within any structure on any residential lot zoned for residential; only purposes where the use is clearly incidental and secondary to the primary use of the lot(s) for dwelling purpose and does not change the character thereof. Permissible **HOME OCCUPATION** designation shall be allowed if all the following requirements are met.

- (a) The area of the residence or separate structure designated for commercial use as **HOME OCCUPATION** shall not exceed 25% of the ground floor area of the primary residential dwelling structure located on subject lot.
- (b) No persons other than residents of the dwelling may be employed for the **HOME OCCUPATION**.
- (c) The proposed commercial use shall not change the character of the lot nor the surrounding neighborhood. Questionable uses shall be reviewed by the Planning and Zoning Board and any other entity deemed necessary by the board prior to approval, at the time, the use shall be considered as a conditional use.
- (d) No signs may be displayed anywhere on the lot advertising the commercial use. Businesses requiring signs are required to be located on property in commercial zoned areas.
- (e) A New Mexico tax number and City of Raton Business License must be obtained for the commercial use after approval by the Zoning Officer.
- (f) If retail sales are to occur, at least 2 off-street parking spaces shall be available on the lot where the occupation is proposed. See off-street parking requirements.
- (g) No exterior display of stock, goods, and/or materials.
- (h) No equipment or process shall be used which creates noise, vibration, fumes, odors, or electrical interference detectable to the normal senses off the lot, if the occupation is conducted in a single-family residence or outside the dwelling if conducted in other than a single-family residence. In case of electrical interference, no equipment or process shall be used which creates visible or audible interference in any radio or television receivers off the premises, or causes fluctuations in line voltage off the premises.
- (i) Those **HOME OCCUPATIONS** issued city business licenses prior to the enactment of this chapter shall be subject only to provisions (a), (c) and (e) of this definition.

(Am. Ord. 870, passed 5-13-1997)

\*\*\*\*\*  
*I acknowledge I have read and understand the content contained in the document herein.*

\_\_\_\_\_  
Signature of Home Occupation Owner

\_\_\_\_\_  
Date