



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

FINANCE DEPARTMENT
300 TAMALPAIS DRIVE AT WILLOW AVENUE
PO BOX 159, CORTE MADERA, CA 94976-0159
Phone (415)-927-6725

APPLICATION FOR BUSINESS LICENSE – 2018
BUSINESS LICENSE NO. _____

FILL IN ALL APPLICABLE INFORMATION:

New Name Change Owner Change Address Change

Name of Business: _____ Business Phone: _____

Street Address: _____

Mailing Address: _____

Exact Nature or Kind of Business: _____

Date Started in Corte Madera: _____ Nuclear Weapons Contractor: Yes ___ No ___

Email Address: _____ Medical Marijuana Dispenser: Yes ___ No ___

State Sales Tax No. _____ Contractor's License No. _____

Federal I.D. Tax Number: _____ State I.D. Tax No. _____

Social Security Number: _____

CLASSIFICATION OF BUSINESS (COMPLETE SIDE 2)

Ownership Status: Individual Partnership Corporation Non-Profit

Business Owner's Printed Name: _____

Owner's Home Address: _____ Zip Code: _____ Phone: _____

EMERGENCY INFORMATION: 1. _____ 2. _____
(After 6:00 p.m.) Name Phone Name Phone

Method of Payment: Cash Check Money Order Visa/MasterCard

Visa/MasterCard No: _____ Exp. Date: _____

**I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT, TO THE BEST OF MY KNOWLEDGE,
THE FACTS SUPPLIED ON THIS APPLICATION ARE A TRUE AND CORRECT STATEMENT.**

Applicant's Signature: _____ **Applicant's Printed Name:** _____

Office Use Only: Fee Paid: \$ _____ Date Paid: _____ Receipt No. _____
Visa/MC Auth. _____ SIC CODE: _____

1. _____ 2. _____ 3. _____
Building Dept. Date Fire Dept. Date Planning Dept. Date

CLASSIFICATION OF BUSINESS:

Please check the appropriate box and provide ALL information:

- [] **(Code 200) Retail Sales and/or Services:**
Average annual number of employees, including management. Full Time: ____ Part Time: ____
- [] **(Code 300) Wholesale, Manufacturing, Packaging, Processing, etc.**
Average annual number of employees, including management. Full Time: ____ Part Time: ____
- [] **(Code 400) Contractor: List type(s) of licenses held and state license numbers: _____**
LIST SUBCONTRACTORS WITH MAILING ADDRESSES USED ON CURRENT JOB:

- [] **(Code 511) Professional Services (Accountant, Attorney, Doctor, Engineer, Masseuse, Travel Agency, etc.**
Number of Professionals: _____ Number of Support Staff: _____
Does this business conduct or offer Massage Services ____ Yes ____ No
- [] **(Code 520) Professional Services (Real Estate, artist, Broker, janitor/Gardener Service, etc).**
Average annual number of employees, including management. Full Time: ____ Part Time: ____
- [] **(Code 801-805) Hotel/Motel:** List Number of units: _____
- [] **(Code 806) Apartments:** List Number of units: _____
- [] **(Code 900) Coin Operated Devices (Laundry Machines, Vending Machines, Game Machines, etc) provided by business.**
List locations, type, and amount to operate and number at location:

- [] **(Code 151/152) Transportation or delivery of goods and services. (Excludes retail vehicles used only for delivery as customer convenience and no orders are taken).**
Number of Vehicles used in Corte Madera Retail: _____ Wholesale: _____
- [] **(Code 250) Amusement Categories (Identify):** _____
- [] **(Code 500) Beauty Shops, Barbers, Schools:** Number of persons working on premises: _____
- [] **(Code 751-757) Other:** _____
- [] **(Code 999) Non-Profit Organization:** Please attach current Non-Profit Status: _____

Town of Corte Madera Zoning Ordinance

18.08.030 - Special requirements for certain permitted uses and conditional uses in residential districts.

(1) Home Occupations.

(A) Home occupations shall comply with the following regulations:

- (i) There shall be no retail or wholesale sales of merchandise at the home.
- (ii) A home occupation shall be conducted in a dwelling and shall be clearly incidental to the use of the structure as a dwelling.
- (iii) There shall be no external alteration of the dwelling in which a home occupation is conducted, and the existence of a home occupation shall not be apparent beyond the boundaries of the site, except for a nameplate in accord with the provisions of Chapter 18.22, Signs.
- (iv) No one other than a resident of the dwelling shall be at the site in the conduct of a home occupation.
- (v) There shall be no noisy or otherwise objectionable machinery or equipment used in the conduct of a home occupation.
- (vi) A home occupation shall not create any radio or television interference or create noise audible beyond the boundaries of the site.
- (vii) No smoke or odor shall be emitted.
- (viii) There shall be no outdoor storage of materials related to the home occupation.
- (ix) A home occupation shall not generate more pedestrian, automobile, truck traffic, or parking demand than would normally be generated by a residence. Any need for parking for vehicles or trailers generated by the home occupation shall be met off the street and not within the front yard setback, in front of the house, or in the driveway.
- (x) Home occupations shall not in any event include the following:
 - a. Motor vehicle repair, painting, or sales;
 - b. Funeral chapel or funeral home;
 - c. Restaurant;
 - d. Stable or kennel or veterinary clinic;
 - e. Private schools with organized classes.
- (xi) A home occupation shall not be conducted on any site unless a town permit has been issued authorizing the home occupation, and the home occupation meets all of the above requirements.

(B) Procedures.

(i) An application for a new home occupation permit shall be filed with the planning department. No public hearing shall be required, but public notice shall be given, in the manner prescribed in Chapter 18.36, Administration, at least ten days prior to a decision, and any action of the planning director in granting or denying a permit shall be subject to the appeal procedure prescribed in Chapter 18.34, Appeals.

(ii) A home occupation shall not be conducted until a business license has been obtained from the town.

(iii) A home occupation permit shall remain valid provided the home occupation is conducted in a manner that is not detrimental to the public health, welfare or safety, nor conducted so as to be a nuisance, and that none of the conditions of approval is violated. A home occupation permit is not valid for more than one business and cannot be transferred to a different address.

(C) Reapplication. Following the denial or revocation of a home occupation permit, no application for the same, or substantially the same, occupation shall be filed within one year of the date of denial or revocation of the permit.

Town of Corte Madera Zoning Ordinance

18.22.080 - Signs in residential districts.

The following signs may be permitted in any residential district:

- (1) One name plate, not directly lighted, and not exceeding one square foot in area, giving the name of the occupant or pertaining to a home occupation;
- (2) An identification sign pertaining to a use conducted on the site, not exceeding four square feet in area, with letters not more than six inches high, not illuminated, and not more than a maximum of four feet in height above grade;
- (3) A church bulletin board not exceeding twelve square feet in area, with letters not more than six inches high, not illuminated, which serves only to identify a church and/or to announce its services and activities, located on the site of the church;
- (4) Temporary signs in residential subdivisions in accord with the provisions of Chapter 18.08, Residential Districts;
- (5) A residential neighborhood identification sign not exceeding eleven square feet in area;
- (6) Any sign listed in subsections (1) through (10) of Section 18.22.030, excluding subsection (6).

(Ord. 785 § 3(b) (part) 1994)