



Town of Mesilla, New Mexico

Phone (575) 524-3262

P.O. Box 10

2231 Avenida de Mesilla, Mesilla, NM 88046

HOME OCCUPATION CHECKLIST

Appendix A

Checklist for Compliance with MTC 18.52.030, Home Occupation General Conditions

As a part of your application, first time and renewal, for a home occupation we ask that you acknowledge compliance with the following rules and regulations for home occupations in the town of Mesilla by initialing each requirement and signing the checklist below.

_____ Only immediate family members occupying the dwelling shall be engaged in the home occupation.

_____ The primary use of the dwelling shall be for residential purposes.

_____ Items shall not be displayed on the outside of the dwelling or on the premises of the home occupation.

_____ There shall be no change in the outside appearance of the dwelling or the premises.

_____ Only products of the home occupation shall be sold from the premises.

_____ Only two occupations shall be permitted at a time.

_____ All activities shall be conducted indoors. There shall be no direct sale of products off display shelves or racks. Retail sales shall only be conducted if product orders are placed earlier by telephone or fax or electronically.

_____ Sales to customers shall be arranged by appointment and scheduled so that not more than one customer vehicle is at the dwelling at any one time except for instructional services.

_____ For instructional service home occupations no more than five students shall be at the dwelling at any one time.

_____ Only one unlighted sign have a maximum area of one and one-half square feet and identifying the occupant(s) and the home occupation(s) shall be permitted.

_____ There shall be no external evidence of the conduct of a home occupation on the premises such as commercial vehicles or outside storage of products, materials or supplies.

_____ Company owned vehicles which are three-quarter-ton truck or smaller which are also used for personal transportation purposes shall be exempt from the above condition. No more than one such commercial vehicle shall be parked overnight on the premises of a home occupation.

_____ No equipment or process shall be used in a home occupation which creates noise, odor, dust, fumes, vibration, glare, electrical interference or other nuisance detectable on adjacent properties.

_____ There shall be no toxic, explosive, highly flammable, combustible, corrosive, radioactive or other restricted materials used or stored on the premises of a home occupation beyond the amount kept at a normal residential dwelling or on hand to operate or maintain equipment permitted by the Uniform Fire Code as adopted by the town of Mesilla.

_____ All customer parking shall be off-street parking including parking for those home occupations involving teaching where the maximum number of clients shall be five at any one time.

I hereby state under oath that by initialing each requirement above and signing this checklist below I acknowledge that my proposed home occupation is in compliance with the rules and regulations for home occupations in the town of Mesilla and further I state under oath that my responses are true and valid:

Applicant's Name Printed

Applicant's Signature

Date

Witness

Date