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HOME OCCUPATION NOTIFICATION PROCEDURE

Highland City requires a home business which will have customers visiting the home to notify surrounding property owners of the business license application. As the business license applicant, it is your responsibility to prepare a map, list, and self-addressed, stamped envelopes of the surrounding property owners within a 300 feet radius (instructions are listed below). Those items shall be submitted with the business license application. Highland City will generate and mail letters to the surrounding property owners.

Process for creating map, list, and envelopes for surrounding property owners:

1. Obtain names and addresses of property owners within 300 feet of the home business property by using the Utah County Property Notification Map feature. Go to the following web address: <https://maps.utahcounty.gov/PropertyNotification/PropertyNotification.htm>
2. Enter the property address and city for the home business. Click the Find Address button.
3. Enter a buffer distance of 300 feet and click anywhere on the location of the home business. The properties within 300 feet of the home business address will be shaded in gray.
4. Print the map that is generated showing the 300 foot radius properties. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Print the map.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners with their addresses. If this step does not work, a pop-up blocker may need to be disabled. Print the CSV file. Use this list to address the envelopes. You do not need to prepare an envelope for Highland City if we are listed as one of the property owners.

Submit the following with your business license application:

1. Map of property owners within 300' radius of your home.
2. List of property owners and their addresses within 300' radius of your home.
3. Self-addressed and stamped envelopes of property owners within 300' radius of your home.

