City of Casper
Planning Division

Property Owner Residency & Home Occupation Affidavit

Use this affidavit ONLY if you are applying to operate a Home Occupation at your residence within the City of Casper, WY. Complete all sections and attach required documentation.

Home Occupations information:
https://www.casperwy.gov/services/code_enforcement/home_occupations.php
Parking standards reference: Casper Municipal Code § 17.12.080 (Off-Street Parking).

PROPERTY & OWNER INFORMATION:

PROPERTY ADDRESS:_____

OWNER FULL LEGAL NAME:_____

MAILING ADDRESS (if different):_____

TELEPHONE:_____EMAIL:_____

PARCEL ID (if known):_____

RESIDENCY EVIDENCE CHECKLIST:

(attach copies of as many as possible to prove primary residency)

1. _____ Wyoming Driver's License or State ID showing this address
2. _____ Vehicle registration showing this address
3. _____ Voter registration confirming residency
4. _____ Utility bills showing normal usage
5. _____ Internet/cable bill
6. _____ Homestead exemption/tax record
7. _____ Insurance listing property as primary residence
8. _____ Employment / school / medical mail
9. _____ Lease or notarized affidavit of occupancy
10. _____ Other proof:_____

Comments / Notes:_____

_____

OCCUPANCY DETAILS:

Date you began occupying property:_____

Do you reside at this property more than 50% of the year? Yes____ No____

Is any portion rented? Yes____ No____

If yes, explain:_____

List all persons residing at property:_____

_____

HOME OCCUPATION—SUMMARY OF KEY REQUIREMENTS: (Read & Initial)

1. ____ Incidental / secondary to residential use.
2. ____ Less than 25% of area of home used for business.
3. ____ Only residents employed at the premises.
4. ____ No exterior changes or outdoor storage.
5. ____ No dust, odor, glare, smoke, noise, or unusual traffic.
6. ____ Prohibited uses (vet services, nursing homes, ambulance service, body shops, restaurants except B&B, taverns.)
7. ____ Any sign less than 1 sq. ft., flush mounted on structure, non-illuminated.

HOME OCCUPATION DETAILS

Describe proposed home occupation:_____

Hours /days of operation:_____

Customer visits per week:_____

Delivery frequency / vehicle type:_____

Materials / equipment used:_____

Non-resident employed on site? Yes____ No____

Percent of home used less than 25%:_____

Will any sign be installed: Yes____ No____

OFF-STREET PARKING REQUIREMENTS (MANDATORY)

Off-street parking must comply with Casper Municipal Code § 17.12.080. On-street parking is NOT permitted for customers, deliveries, or business vehicles. A minimum of TWO (2) off-street parking spaces must be provided for the residence, and business-related parking is IN ADDITION to residential spaces. Attach a to-scale site/parking diagram showing driveway, off-street spaces, structures, access, and measurements.

Business-use off-street spaces (excluding 2 required residential spaces): _____

Customers park off-street only? Yes____ No____

Business-related vehicle parked at home? Yes____ No____ Type: _____

Diagram attached (required): Yes____ No____

No large commercial vehicles (wreckers, semis, large trucks) on premises: Yes____ No____

OWNER CERTIFICATIONS

1. _____ I certify I physically reside at the property as my primary residence.
2. _____ All submitted documents are true and accurate.
3. _____ The City may verify any statements made in this affidavit.
4. _____ The proposed home occupation complies with all applicable Casper Municipal Code provisions.

PERJURY STATEMENT (Required by Wyoming Law)

I swear or affirm under penalty of perjury (Wyo. Stat. § 6-5-301) that all information provided is true and complete. I understand false statements may result in felony penalties, including up to five (5) years imprisonment and/or a $5,000 fine.

Owner Signature:_____ Date:_____

NOTARY VERIFICATION

STATE OF WYOMING

COUNTY OF_____

This affidavit was signed and sworn to (or affirmed) before me on this _____ day of _____, 20_____

by:_____

(Seal)

_____

Signature of Notarial Officer

_____

Printed Name and Title (e.g., Notary Public) My Commission expires:_____