



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370

Office: 541-929-6148
FAX: 541-929-3044

www.ci.philomath.or.us

A P P L I C A T I O N

HOME OCCUPATION

Application Fee: \$ 50

**ALL SECTIONS MUST BE COMPLETED. ATTACH ADDITIONAL SHEETS IF NECESSARY.
REVIEW WILL BEGIN ONLY WHEN THE APPLICATION IS DETERMINED TO BE COMPLETE.**

PROPERTY OWNER(S) INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

APPLICANT INFORMATION

Names(s): _____ Phone #1: _____
Mailing Address: _____ Phone #2: _____
City: _____ State: _____ Zip: _____ Email: _____

Interest in Property (*Owner, Purchaser, Agent, etc.*): _____

Other individuals to be notified of this application: *Name, Address, City & Zip, or Email*

PROPERTY INFORMATION

Site Address: _____

Assessor's Map & Tax Lot Number(s): _____ Zoning: _____

Water Supplied By: _____ Sewage Disposal Type: _____

Existing Structures: _____

Current use(s) of the property: _____

BUSINESS DESCRIPTION

Business Name: _____

Description of home-based business: _____

Size of residence: _____ sq.ft.; area used for home-based business: _____ sq.ft.

Size of accessory building: _____ sq.ft.; area used for home-based business: _____ sq.ft.

Maximum area of all proposed and existing signs: _____

Other than signs, what external evidence of a business may be visible from outside the structure? _____

Will items be stored outside? _____

Is storage area currently screened from the road and other properties? No Yes. If yes, how? _____

Number of non-resident employees working on-site for the business: _____

Estimated number of (non-resident) trips (a "round trip" is equal to two trips) the business will generate per day: _____

Will the proposed use produce noise or obnoxious odors, vibrations, glare, or fumes detectable outside the structure in which the business occurs? _____

GENERAL INFORMATION

The City permits Home Occupation as a means to encourage those who are engaged in small commercial ventures that could not necessarily be sustained if it were necessary to lease commercial quarters or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. They are permitted by right in all residential dwellings, subject to the following standards:

A. Appearance of Residence.

1. The home occupation shall be restricted to lawfully built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.
2. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.
3. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).
4. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.

B. Storage.

1. Outside storage, visible from the public right-of-way or adjacent properties, is prohibited.
2. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible, or flammable) beyond those normally incidental to residential use is prohibited.
3. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.

C. Employees.

1. Other than family members residing within the dwelling located on the home occupation site, there shall be no more than one full time equivalent employee at the home occupation site at any given time. The term "home occupation site" means the lot on which the home occupation is conducted.
2. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home.

3. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch to other locations.

D. Advertising and Signs.

1. In no case shall a sign exceed the Residential District standard.

E. Vehicles, Parking, and Traffic.

1. One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
2. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 10:00 PM. to 7:00 AM.
3. There shall be no more than one client or customer vehicle at any one time and no more than eight per day at the home occupation site.

F. Business Hours.

1. There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7:00 AM to 10:00 PM only, subject Sections A and E, above.

G. Prohibited Home Occupation Uses.

1. Any activity that produces radio or TV interference, noise, glare, vibration, smoke or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line is prohibited.
2. Any activity involving on-site retail sales is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business are allowed subject to A-F, above.
3. Any uses described in this section or uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, such as, but not limited to:
 - a. Ambulance service;
 - b. Animal hospital, veterinary services, kennels or animal boarding;
 - c. Auto and other vehicle repair, including auto painting;
 - d. Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes, or large equipment on-site.

H. Enforcement.

1. The Planning Official or designee may visit and inspect the site of home occupations periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice.

Acknowledgements

Initial

_____ I have read the above standards for home occupations and my home occupation will meet these criteria.

_____ I declare that I am the owner, contract purchaser or lessee of the above noted premises; that the home-based business does not violate any deed restrictions attached to the property involved; that I have obtained all approvals and/or licenses related to the home-based business; and that the information contained herein is true and accurate to the best of my knowledge.

_____ I understand that if the Planning Official determines that a nuisance or abuse of an authorized and lawfully established home-based business exists, the Planning Official may direct the owner to correct the nuisance, relocate the use, or terminate use of the home-based business on the property.

_____ I recognize that this planning permit, if approved, is valid for only the business as described in this application, and that any change in the character or the use requires a new application.

Signature(s)

I hereby certify that the information contained in this application is accurate to the best of my knowledge; and that the proposed use would not violate any deed restrictions attached to the property. All owners of the property must sign this application or a statement authorizing the applicant to act for the owner must accompany the application.

Applicant Signature Date

Co-Applicant or Property Owner Signature Date

For Office Use Only

Date Application Received: _____ Receipt Number: _____ By: _____

Internal File Number: _____ ePermitting File Number: _____

Planner Assigned: _____ Date Application Deemed Complete: _____

This application is: Approved / Denied

Planning Official: _____ Date: _____

Conditions: _____

CC: Police Department