



City of North Plains

31360 NW Commercial St. North Plains, OR 97133

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Email: info@northplains.org

APPLICATION FOR HOME OCCUPATION PERMIT

Applicant General Information

Applicant Name: _____ Phone: () - _____

Mailing Address: _____

Street Apartment/Unit #

City State ZIP Code

Email Address: _____

Property Owner: _____ Phone: () - _____

Mailing Address: _____

Street Apartment/Unit #

City State ZIP Code

Email Address: _____

Property Description

Address: _____

Street Apartment/Unit #

City State ZIP Code

Tax Lot ID (TLID): _____ Existing Zoning: _____

Legal Description (attach additional sheet if necessary): _____

Property Area: _____ Existing Land Use: _____

Proposed Use: _____

Home Occupation

The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, are prohibited Home Occupations:

- (1) Ambulance service;
- (2) Animal hospital, veterinary services, kennels or animal boarding;
- (3) Auto and other vehicle repair, including auto painting; and
- (4) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

A home occupation permit may be authorized upon adequate demonstration by the applicant that the proposed use satisfied all of the following criteria. It is the responsibility of the applicant to answer the following questions/statements completely. The answers of the applicant will be taken into consideration by the Planning Staff when making its decision so your answers should be complete.

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 and may not exceed 25% of the floor area of the dwelling; or occupy no more than 500 square feet of a garage, either attached or detached; or occupy no more than 500 square feet of any other outbuilding. Please explain how your proposed home occupation meets these standards:

The home occupation shall not eliminate any required off street parking spaces for the dwelling. Please explain how your proposed home occupation meets these standards:

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. Please explain how your proposed home occupation meets these standards:

The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval). Please explain how your proposed home occupation meets these standards:

No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure. Please explain how your proposed home occupation meets these standards:

Outside storage, visible from the public right-of-way or adjacent properties that exceed what is customary for a single family residence in the vicinity, is prohibited. Please explain how your proposed home occupation meets these standards:

On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited. Please explain how your proposed home occupation meets these standards:

Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure. Please explain how your proposed home occupation meets these standards:

Other than family members residing within the dwelling located on the home occupation site, there shall be not more than one (1) full-time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the legal lot on which the home occupation is conducted. Please explain how your proposed home occupation meets these standards:

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 occupation site. Please explain how your proposed home occupation meets these standards:

The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch of employees to other locations. Please explain how your proposed home occupation meets these standards:

Signs shall comply with all applicable sign regulations. In no case shall a sign in the Residential District exceed four (4) square feet of surface area on all sides. Please explain how your proposed home occupation meets these standards:

One (1) 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. Please explain how your proposed home occupation meets these standards:

There shall be no more than three (3) commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 5 p.m. to 8 a.m. Please explain how your proposed home occupation meets these standards:

There shall be no more than one (1) client's or customer's vehicle at any one time and no more than eight (8) per day at the home occupation site. Please explain how your proposed home occupation meets these standards:

There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 8 a.m. to 7 p.m. only, Monday through Saturday subject to subsections 1 and 5, above. Please explain how your proposed home occupation meets these standards:

The proposed home occupation does not produce radio, TV, or other electronic 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. Please explain how your proposed home occupation

meets these standards:

The proposed home occupation does not involve retail sales, including garage sales exceeding the thresholds of a temporary use, is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. Please explain how your proposed home occupation meets these standards:

Additional Information

Enforcement: The City Manager or designee may visit and inspect the site of a home occupation in accordance with this chapter periodically to ensure compliance with all applicable regulations, during normal business hours, and with reasonable notice. The City may revoke your Home Occupation permit if standards of Chapter 16.85, Home Occupations, and other Municipal Code ordinances are not in met.

The filing fee must be paid at the time of submission. This fee in no way assures approval of the application and is non-refundable. I understand that a City Business License must also be obtained in addition to a Home Occupation permit.

I certify that the statements made in this application are complete and true to the best of my knowledge. I understand that any false statements may result in denial of this application.

I understand that the original fee paid is only a deposit and I agree to pay all additional actual costs of processing this application including, but not limited to, planning, engineering, city attorney and administration. I agree to also pay all additional costs above the deposit as invoiced directly to me by the city. I understand that no building permit shall be issued until all actual costs for processing this application are paid in full.

Date: _____ Signature of Applicant: _____

Date: _____ Signature of Property Owner: _____

FOR OFFICE USE

Received by: _____ Date: _____

Fee paid: _____ Receipt No. _____ Application No. _____