

A Home Occupation Application Includes:

- Application cover page (submitted to City)
- Explanation of Type 1-A Action (copy for applicant)
- Site plan or drawings, as *applicable (submitted to City)
- Name of the Home Occupation Business:

- Written explanation of the Home Occupation request including the type of business, operational features of the business, listing of the specific area within the dwelling or accessory structure used for the business, and the square footage of the business use. (*Based upon the review of the written explanation, the City determines the need for the submittal of a site plan or additional business operational materials.)

- Written response to standards checklist (attached)
- Deposit Fee: \$-----.00 (Ordinance No. -----, -----date -----)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Please Note: The City of Willamina Development Code defines "Home Occupation" as a lawful occupation carried on by a resident of a dwelling as a secondary use within the same dwelling. (Section 1.200.02)

Home Occupation – Written Response to Standards Checklist

Standards used by City staff to authorize a Home Occupation.

Willamina Development Code, Section 2.306.01 defines standards applicable to Home Occupations. (*Code language is adapted to allow for the checklist provided below.*)

Home occupations may be allowed as an accessory use on any property on which there is a residence, subject to the following standards and restrictions.

Please mark the following as either “**complies**” or **NA** for “not applicable.”

- _____ A. Participation: No more than two (2) full or part-time persons are employed other than a member of the family residing on the premises.
- _____ B. Character: The character and primary use function of the residence and premises remains unchanged by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping.
- _____ C. Traffic: The home occupation (if located on a local street, or privately maintained road serving three or more residences) does not generate more than twenty (20) vehicle trips in one (1) day. A "trip" is a vehicle traveling in one direction to or from a source. Twenty (20) trips is equivalent to ten (10) round trips.
- _____ D. Noise: The home occupation does not create noise of a type, duration or intensity which, measured at the property line, exceeds sixty (60) DBA between the hours of 7:00 a.m. and 6:00 p.m. No noise shall be created by the home occupation between the hours of 6:00 p.m. and 7:00 a.m. that is detectable to normal sensory perception, off the premises of the home occupation.
- _____ E. Equipment and Process Restrictions: The home occupation conducted within a single-family detached residence or an accessory structure does create vibration, glare, fumes, odors, or electrical interference detectable to the normal sensory perception, off the property. No home occupation conducted in a residence other than a single family detached residence shall create vibration, glare, fumes, odors, or electrical interference detectable to normal sensory perception outside the dwelling unit. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises.
- _____ F. Hazards: No equipment, process or material is used that will change the fire rating or structure separation, fire wall, or ventilation requirements for the structure in which the home occupation is located. No hazardous materials are used or stored on the property on which a home occupation

located in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the zoning district.

_____ G. Signs: Signing meets the provisions of Section 2.206.

Please Note: The Code, Section 2.206, includes definitions affiliated with signs, a list of generally permitted signs, a list of prohibited signs, and signs regulations for all signs and regulations specific to property located in either a non-commercial or commercial zone. The City also requires approval of a sign permit for signage attached to the exterior of a dwelling or building or free-standing signs. The sign regulations of the Development Code are available for review upon request.

_____ H. On-Premise Client Contact: Customer and client contact is primarily by telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic.

(Informational Only) I. Prohibited businesses: The repair or maintenance of vehicles shall be prohibited. This includes the repair and/or maintenance of automobiles, trucks, recreational vehicles, trailers, motorcycles, farm equipment, boats, and, lawn mowers and other small engine equipment.

_____ J. Deliveries and Large Vehicle Storage: Delivery of materials to and from the premises does not involve the use of vehicles over two (2) ton capacity, except parcel post or private parcel delivery trucks.

Please Note: Vehicles over one (1) ton capacity and used in conjunction with a home occupation shall be stored within an enclosed structure on the property. Regardless of capacity, storage of vehicles within the public right-of-way shall be prohibited.

_____ K. Parking: Parking spaces needed for the conduct of a home occupation are provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the zone district in which the subject property is located. No more than two (2) home occupation-related vehicles shall be located on the property at one time. If access to the property is from an arterial or collector street, adequate maneuvering room shall be provided on-site to allow vehicles to leave the property front-end first.

_____ L. Storage and Use of Yard Areas: Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, are

contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a baby sitter, as defined in Section 1.200, may use yard areas for playground equipment.

(Informational Only) M. Day care facilities with 12 or fewer children shall not be subject to the provisions in this Section.

If additional space is needed, please attach an additional page(s).

Please Note: According to the City's Code, Section 2.306.03, any home occupation which does not comply with the requirements of this listed Section and the provisions of the underlying zone district shall be a violation of the City's Ordinance adopting the Development Code and shall be subject to the penalties and remedies of Subsection 1.102.03.

COMPLIANCE CERTIFICATION: I hereby certify that the information regarding the operation of the home occupation with the location and name of the business as indicated above is accurate and correct.

Signature, Property and Business Owner

Date

Printed Name: _____

Signature, Property and Business Owner

Date

Printed Name: _____

APPROVAL: Approved by City staff or their designee on _____ (date) of _____ (month)
_____ (year).

Signature

Title