



COMMUNITY DEVELOPMENT DEPARTMENT

360 SW Avery Avenue
Corvallis, OR 97333-1139
(541) 766-6819
FAX (541) 766-6891

APPLICATION

HOME OCCUPATION AUTHORIZATION

File # _____

Fee: \$115 for properties not requiring a C.U.P.*

Name: _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

Site Address: _____ Email: _____

Property Acreage: _____ Zone: _____

Assessor's Map & Tax Lot Number: T _____ S, R _____ W, Section(s) _____, Tax Lot(s) _____

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? If yes, how? _____

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

Estimated number of (non-resident) trips* the business will generate per day: _____

* A "round trip" is equal to two trips.

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

* Properties in Resource Zones require a Conditional Use Permit application and fee.

INSTRUCTIONS TO APPLICANT

- Attach a plot plan drawn to scale showing the property boundaries and dimensions. You must also show the location of all improvements on the property. Improvements include, but are not limited to: the dwelling, shop, water supply, garage, barn, septic drainfield, septic tank, driveway, utilities, and easements. Identify the proposed location of the home-based business.
- The Planning Official will approve or deny the application based on Benton County Development Code criteria, sign the application, and mail a copy of the decision to the applicant. (If a Conditional Use Permit is required, the process is different.)

BENTON COUNTY DEVELOPMENT CODE

Benton County Code (BCC) can be viewed at the Community Development Department (360 SW Avery Ave., Corvallis) and on the internet (http://www.co.benton.or.us/development/Dev_Code/ch_91.pdf).

BCC 91.205, 91.210, and 91.215 require that every home-based business shall:

- Produce no noise or obnoxious odors, vibrations, glare, or fumes detectable to normal sensory perception outside the structure;
- Limit activities to the extent that traffic generated by the business shall not exceed ten (10) trips¹ per day.

BCC 91.205 requires that a home-based business on a parcel or lot of less than one acre shall:

- Occupy no more than twenty-five percent (25%) of the total floor area of the residence or 500 square feet of gross floor area of an accessory structure, unless a Conditional Use Permit² is approved;
- Employ only members of the household;
- Not display any external evidence of a business outside the structure except as permitted for signs under BCC 91.805 through 91.820.

BCC 91.210 requires that a home-based business on a parcel or lot of 1 to 5 acres shall:

- Occupy no more than twenty-five percent (25%) of the total floor area of the residence or 750 square feet of gross floor area of an accessory structure, unless a Conditional Use Permit² is approved;
- Employ no more than one person in addition to those who reside in the household;
- Screen any outside storage of materials, goods, supplies, or equipment from view of adjacent lands and rights-of-way.

BCC 91.215 requires that a home-based business on a parcel or lot greater than 5 acres shall:

- Occupy no more than twenty-five percent (25%) of the total floor area of the residence or 2000 square feet of gross floor area of an accessory structure, unless a Conditional Use Permit² is approved;
- Employ no more than two people in addition to those who reside in the household;
- Screen any outside storage of materials, goods, supplies, or equipment from view of adjacent lands and rights-of-way.

¹ Note that a “round trip” is equal to two trips.

² **Conditional Use Permit.** An exception to the dimensional standards in BCC 91.205 to 91.215 to establish or expand a home-based business up to fifty percent (50%) in excess of these standards may be allowed by conditional use permit approved by the Planning Official (BCC 91.220). Conditional Use Permit applications can be obtained from the Community Development Department and website.