



**Benton
County**

**COMMUNITY DEVELOPMENT
DEPARTMENT**

Community Development Department

Office: (541) 766-6819

360 SW Avery Avenue

Corvallis, OR 97333

co.benton.or.us/cd

APPLICATION

**HOME OCCUPATION AUTHORIZATION
(non-resource zone)**

File # _____

Fee: \$ _____

(SEE CURRENT FEE SCHEDULE)

Applicant Name(s): _____ Phone: _____

Mailing Address: _____ Email: _____

Owner Name(s): _____ Phone: _____

Mailing Address: _____ Email: _____

Site Address: _____

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

Property Acreage: _____ Zone: _____ Regulated Floodplain: Yes No

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? _____

Acknowledgments

Initial

_____ I am aware that **building permits and/or plans review may be required** by this Department for any structural modification, addition, or change in occupancy of any building or any change to the electrical, plumbing or mechanical systems of any building.

_____ 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.

_____ I understand I am required to file a personal property return with the Benton County Assessment Department. (Contact the Assessment Dept. at 541-766-6855 for more information. Note: If your application is approved, the Assessment Dept. will be notified of your proposed business.)

_____ I understand that the _____ Fire Department may require improvements to my driveway. I spoke with _____ at the Fire Department on _____ (date).

_____ I understand that Benton County Environmental Health (541-766-6841) may require improvements to my septic system. I spoke with _____ at Environmental Health on _____ (date).

_____ I understand that Benton County Public Works (541-766-6821) or ODOT (541-757-4211) may require road improvements or a road approach permit. I spoke with _____ at Public Works/ODOT on _____ (date).

_____ Owner/Contract Purchaser/Lessee Signature _____ Date

_____ Owner/Contract Purchaser/Lessee Signature _____ Date

(For Office Use Only)

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

File Number Assigned: _____ Planner Assigned: _____ Date Application Deemed Complete: _____

This application is: approved / denied

_____ Planning Official _____ Date

Date Approval/Denial Notification mailed to Applicant: _____ By: _____

Date Approval/Denial Notification e-mailed to Assessment: _____ By: _____

Instructions

- Attach a scale-drawn plot plan of the entire property. Show the location of all improvements on the property, including, but not limited to: the dwelling(s), accessory structure(s), water supply, septic tank and drainfield, driveway(s), and easement(s). Identify the proposed location of the home-based business. Also, include a floor plan of the proposed business showing how it complies with the square footage limitations.
- Attach a well log or pump test, if available, for any existing well or spring used to support the proposed use (such as bathroom(s), water for processing, etc.). Well logs can be found at www.apps.wrd.state.or.us/apps/gw/well_log/Default.aspx. *Note: A pump test, done to County standards, may be required.*
- A copy of any septic system records or permits, if the proposed use will include bathrooms or will connect to the septic system. *Note: An evaluation by Environmental Health may be required of an existing system unless the system was recently installed or repaired.*
- 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.) The Assessor's Office will also receive a copy of the decision.

Benton County Development Code

Benton County Code (BCC) can be viewed at the Community Development Department and on the internet (<https://www.co.benton.or.us/planning/page/development-code>).

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.

¹Note 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.