



APPLICATION

HOME OCCUPATION RENEWAL

File # _____

Fee: \$ _____
(SEE CURRENT FEE SCHEDULE)

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

I. Property Owner(s) Information

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

II. Applicant Information

Name(s): _____ Phone #1: _____

Mailing Address: _____ Phone #2: _____

City: _____ State: _____ Zip: _____ Email: _____

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

III. Property Information

Site Address: _____

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

Acreage: _____ Zoning: _____ Fire District: _____

Water Supplied By: _____ Sewage Disposal Type: _____

Existing Structures: _____

Current use(s) of the property: _____

IV. Request Summary (Example: "Conditional Use approval to operate a commercial kennel in the RR Zone.")

V. Attached Documentation: With all land use applications, the "burden of proof" is on the applicant. It is important that you provide **ALL** the information listed on the following pages at the time you submit your application. The processing of your application does not begin until the application is determined to be complete.

Business Name: _____

Description of home-based business: _____

Describe any changes in the home occupation since the last approval (2 years ago):

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 is visible from outside the structure?

Are items stored outside? _____ If yes, 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: _____

Number of (non-resident) trips* the business is generating per day: _____

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

Is the business producing noise or obnoxious odors, vibrations, glare, or fumes detectable outside the structure in which the business occurs? _____

Attach a plot plan IF your business has changed since your initial application. The plot plan should be drawn to scale showing the property boundaries and dimensions, and 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 location of the home-based business. Label all tax lots.

Acknowledgments

Initial

_____ I am aware that any structural modification, addition, or change in occupancy of any building or any change to the electrical, plumbing or mechanical systems of any building, shall require plans review and/or building permits that need to be obtained from this Department.

_____ 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 for this 2 year renewal, 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.)

Owner/Contract Purchaser/Lessee Signature

Date

The Planning Official will approve or deny the renewal application based on Benton County Development Code criteria, sign the application, and mail a copy of the decision to the applicant.

This application for renewal is: approved / denied . Approval for this home-based business is subject to renewal each two-year anniversary of the original date of approval.

Planning Official

Date

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

Date Original Application was Approved: _____ **Next Renewal Review Due:** _____

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

(For Office Use Only)

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

Original Planner: _____ Planner for Renewal Application: _____

Date Renewal Application Deemed Complete: _____

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.

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.