

BAKER CITY-COUNTY PLANNING DEPARTMENT



1995 Third Street, Suite 131
Baker City, OR 97814
Phone: (541) 523-8219
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File No.	_____
Applicant:	_____
Received By:	_____
Date Submitted:	_____
County Planning:	101131-3404105
Fee Collected: \$	_____
Date Paid:	_____
Receipt By:	_____

MAKE CHECKS PAYABLE TO: **BAKER COUNTY**

HOME OCCUPATION PERMIT APPLICATION

Home Occupations encourage those who are engaged in small commercial ventures which could not necessarily be sustained if it were necessary to lease commercial quarters, or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. They are permitted by right in all residential units (dwellings), subject to the standards of Baker County Zoning Ordinance (BCZO) Chapter 760.

Applicant Name: _____ Phone: _____

Mailing Address: _____ Interest in Property: _____

Property Address: _____ Map & Tax Lot #: _____

Current Zoning: _____ Size of Parcel(s): _____

NOTICE TO APPLICANT: On original application form, please print legibly using black/dark blue ink or type. Applicants are advised to review the list of submittal requirements and recommendations indicated on each land use application form and in the applicable Code Section prior to submitting an application. Incomplete applications will not be scheduled for review until the Planning Department receives all required submittal materials. Failure to provide materials or address the approval criteria in sufficient detail may cause your application to be delayed or denied.

Description of proposed Home Occupation: _____

Please include a site plan if you will be working outside the house.

<i>Please answer the following questions about your Home occupation.</i>	Yes	No
Will any portion of the Home Occupation take place outside the home or other buildings on the site?		
Will the Home Occupation result in any structural alterations or additions?		
Products or equipment visible from outside any structure?		
Outside storage which will be visible from the public right-of-way of adjacent properties?		
Are there any employees associated with the Home Occupation that will be on-site?		
If yes, how many? PT_____ FT _____		
Will there be any on-site storage of hazardous materials?		
Is any signage proposed?		
If so, please indicate number and size.		
Excluding regular USPS delivery, how many trips per day for delivery and/or pick up?		
Will there be any clients or customers coming to the residence?		
If so, how many and how often?		
Will the operation create any noise, glare, vibration, smoke, dust, odors, radio or TV interference?		
Will there be a commercially-licensed vehicle associated with the business?		
If so, please indicate make/model and license plate number.		
Will this site be used for the assembly of employees?		

By signing the application form, applicant certifies that the information provided herein is accurate. Applicant further certifies that the home occupation use will conform to the standards of Baker County Zoning Ordinance Chapter 760. Non-compliance with these regulations may result in revocation of this permit.

Applicant Signature: _____ Date: _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in his/her behalf with regard to this application.

Owner Name: _____ Phone: _____

Mailing Address: _____ Signature: _____

The following standards from Chapter 760 of the Baker County Zoning Ordinance apply to Home Occupations:

760.01 Purpose

The purpose of this chapter is to detail the standards and procedures for home occupations. The intent of permitting home occupations is to:

- A. Encourage economic development in the County by promoting home occupations;
- B. Reduce vehicle miles traveled by providing opportunities for people to work from their homes;
- C. Recognize the differences between residential communities, and provide standards for home occupations consistent with these differences;
- D. Ensure the compatibility of home occupations with other uses permitted in the underlying zoning district;
- E. Maintain and preserve the character of the community and residential neighborhoods; and
- F. Mitigate noise, traffic and other possible negative effects of home occupations.

760.02 Type I Minor Home Occupations

Type I Minor Home Occupations exhibit no evidence that a business is being conducted from the premises.

- A. Type I Minor Home Occupation permits may be obtained via the Type I Procedures outlined in Section 205.04.
- B. Type I Minor Home Occupations shall comply with the following standards:
 - 1. Location: Any property in residential use.
 - 2. Scale: A Type I Minor Home Occupation shall be conducted within a dwelling and shall be clearly incidental to the use of the structure as a dwelling. Incidental use of accessory structure space is allowed, but is limited to, storage purposes only.
 - 3. Character: There shall be no visible evidence of the conduct of a Type I Minor Home Occupation from outside the dwelling except as otherwise allowed by this subsection, except for signs permitted pursuant to Chapter 730.
 - 4. Participants: No persons other than members of the immediate family residing on the premises shall be employed in the operation of the Type I Minor Home Occupation.
 - 5. Storage: There shall be no outside storage associated with a Type I Minor Home Occupation.
 - 6. Display of Products: There shall be no display of products visible from outside an enclosed building space.
 - 7. Traffic:
 - a. Delivery services shall be limited to no more than five business deliveries per day.

- b. Customer/client traffic shall be limited to a maximum of ten trips per day.

8. Parking:

- a. No vehicles associated with a Type I Minor Home Occupation shall be stored, parked, or repaired on public rights-of-way.

- b. The maximum number of customer or client vehicles that are associated with a Type I Minor Home Occupation and located on the subject property shall not exceed four at any time.

9. Noise, Equipment, and Process Restrictions:

- a. A Type I Minor Home Occupation shall not create noise, vibration, glare, fumes or odor that exceed normal residential activity.

760.03 Type III Major Home Occupations.

All Major Home Occupations shall be reviewed as a Conditional Use. Type III Major Home Occupations may show evidence that a business is being conducted from the premises. Type III Major Home Occupations may be located on properties where the majority of abutting properties are greater than two acres.

A. Type III Major Home Occupation permits may be obtained via the Type III Procedures outlined in Section 205.06. Type III Major Home Occupation permits also require valid Conditional Use Permits per the requirements of Chapter 210.

B. Class III Major Home Occupations shall comply with the following standards:

1. Operator: The operator of a Type III Major Home Occupation shall reside in a dwelling on the subject property.

2. Employees: There shall be no more than five full- or part-time employees.

3. Accessory Space: In addition to the incidental use of the dwelling, the maximum square feet of accessory space that may be used for a Type III Major Home Occupation shall be determined by the Planning Commission. In the case of a bed and breakfast homestay, use of the dwelling is not required to be limited to incidental use.

4. Noise: Between 9:00 p.m. and 6:00 a.m., a Type III Major Home Occupation shall not create noise that, when measured off the subject property, exceeds the greater of 100 dba or the ambient noise level, whichever is lesser.

5. Equipment and Process Restrictions: A Type III Major Home Occupation shall not create vibration, glare, fumes or odors between 8:00 a.m. and 6:00 p.m. that exceed normal residential activity, unless allowed by the Conditional Use Permit.

6. Outside Storage: No display of goods or merchandise externally shall occur except as specifically allowed by the Conditional Use Permit.

7. Signs: Signs shall be permitted pursuant to Chapter 730.

8. Traffic: A Type III Major Home Occupation shall not generate more than 40 vehicle trips per day.

9. Parking:

a. No vehicle associated with a Type III Major Home Occupation shall be stored, parked or repaired on public rights-of-way.

b. The maximum number of vehicles that are associated with a Type III Major Home Occupation and located on the subject property shall not exceed 20 at any time, including, but not limited to, employee vehicles, client vehicles and vehicles to be repaired. Vehicles to be repaired shall be located within an enclosed building or in an area not visible from off the subject property.

d. Parking spaces needed for employees or clients of a Type III Major Home Occupation shall be provided in defined areas of the subject property.

10. Hazards: If a Type III Major Home Occupation use will alter the occupancy classification of an existing structure as determined by the building official, then the structure shall be made to conform with the State of Oregon Structural Specialty Code and/or One and Two Family Dwelling Code and the requirements of the State Fire Marshal or the local fire district.

a. Hazardous materials to be used or stored on the subject property shall comply with the quantities and manner required by state and federal standards.

11. Access: The subject property must have verified legal access.