



APPLICATION

CONDITIONAL USE HOME OCCUPATION AUTHORIZATION

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. Business Description

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.

Yes No I/We are requesting to establish or increase the size of the home-based business up to 50% in excess of the dimensional standards provided by Benton County Code (BCC) 91.205 through 91.215.

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? _____

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.

Conditional Use Criteria - Please answer in detail on a separate sheet of paper.

- 1) Describe how the proposed use will not seriously interfere with uses on adjacent property, with the character of the area, or with the purpose of the zone. Include any special measures you propose to undertake in order to minimize the impacts on adjacent properties and to ensure compliance with the purpose of the zone. Consider such features as: location of the use on the parcel; driveway location; parking area(s); on-site traffic circulation; landscape or fencing separations; size of structures; signs; noise; air emissions.
- 2) Describe how the proposed use will not impose an undue burden on any public improvements, facilities, utilities, or services available to the area. Include any special measures you propose to undertake in order

to minimize the impacts on public services. Consider such features as: road capacities in the area; driveway location; exterior lighting; drainage.

- 3) If the property is zoned EFU or FC describe how the proposed use:
- a) Will not force a significant change in accepted farm or forest practices on surrounding lands devoted to farm or forest use; and
 - b) Will not significantly increase the cost of accepted farm or forest practices on surrounding lands devoted to farm or forest use.

Attachments

- 1) A copy of the most recent deed(s) covering the subject property.
 - 2) A copy of the easement granting access to any proposed parcel that does not have frontage on a public road.
 - 3) An accurate scale drawing of the property, showing the locations of all existing and proposed structures, roads, water supply, septic system, easements, and driveways. Label all tax lots.
 - 4) 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 http://apps.wrd.state.or.us/apps/gw/well_log/Default.aspx. *Note: A pump test, done to County standards, may be required.*
 - 5) 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.*
 - 6) Is the only access or proposed access to the property via a road that crosses a railroad?
 Yes **No** If yes, please draw the location on your map and explain here:
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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).

Signature(s)

Assessed Property Value Notice

This action or any future related action(s), if approved, may result in a change to my property valuation, and therefore the tax amount I pay annually. I will contact the Assessor's Office at 541-766-6855 to discuss and understand potential property tax impacts.

I understand

I hereby certify that I am the legal owners(s) or contract purchaser of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested conditional use permit would not violate any deed restrictions attached to the property.

Owner/Contract Purchaser Signature

Date

Owner/Contract Purchaser Signature

Date

For Office Use Only

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

File Number Assigned: _____ Planner Assigned: _____

Date Application Deemed Complete: _____