



# Benton County

## COMMUNITY DEVELOPMENT DEPARTMENT

Office: Kalapuya Building  
4500 SW Research Way  
Corvallis, OR 97333  
(541) 766-6819  
www.co.benton.or.us/cd

### 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 drain field, septic tank, driveway, utilities, and easements. Identify the location of the home-based business. Label all tax lots.

### **Acknowledgments**

#### 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***

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](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) trips<sup>1</sup> 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 Permit<sup>2</sup> 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 Permit<sup>2</sup> 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 Permit<sup>2</sup> 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.

<sup>1</sup>Note that a “round trip” is equal to two trips.

<sup>2</sup> **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.