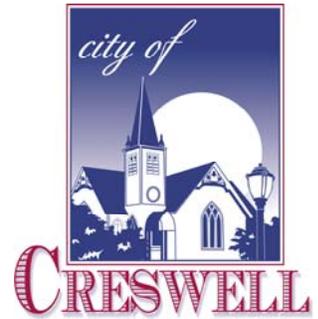


# Application: HOME OCCUPATION (Type I and III)



**Instructions:** The application will be reviewed as a Type I Administrative decision or a Type III Planning Commission decision depending on the home occupation threshold standards stated in subsections 2.2.000 (E) 1-8. The City Administrator shall be responsible for determining the required review procedure. Creswell Code Sections 4.1.200 and 4.1.400 establish application requirements and procedures for Type I and Type III decisions.

All applicable requirements below must be filled out, please check the appropriate box as you include it in your application packet. A complete application includes the Development Application Form, this Supplemental Form, and **(5) copies drawn on a sheet not less than 18 inches by 24 inches plus and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction** for any map requested below, and a **narrative statement** addressing how the proposal meets all applicable review criteria. Additional copies of materials may be required upon review. Thank you for your cooperation.

## Type I Home Occupation Submittal Requirements (Creswell Code Section 2.2.00 E)

- A. Narrative addressing the criteria stated in Section 2.2.000 E
  - Proposed Home Occupation Use
  - Business Hours and number of Employees occupying the site
  - Vehicles, Parking and Traffic
  - Appearance of Residence
  - Storage

A<sup>1</sup>

## Type III Home Occupation Submittal Requirements (Creswell Code Section 4.9.200) provides a process for more intense home occupations to be allowed with Site Design Review by the Planning Commission and notice to surrounding property owners.

- A. Narrative describing:
  - 1. Proposed home occupation
  - 2. Demonstrating compliance with those standards in Section 2.2.200.E that can be met **and** explaining why the other standards in Section 2.2.200.E cannot be met.
  - 3. Demonstrating compliance with Section 4.9.200(B)(2).
  - 4. Demonstrating compliance with the site map requirements described below.
- B. A site plan, not necessarily to scale, of the lot proposed for the home occupation, which includes:
  - 1. The property lines and their dimensions
  - 2. Outlines of the foundations of all buildings proposed for home occupation use with dimensions for each wall, and the distances from each wall to the nearest property line
  - 3. Boundaries and dimensions of driveways and parking areas, indicating areas for use by home occupation employees and customers
  - 4. Outlines of the foundations of abutting residences, and the distances from the shared property line to the nearest wall of each neighboring residence
  - 5. Identifying the buildings and areas of those buildings in which home occupation activities will take place, and identifying which activities will take place in which buildings and areas.
- C. A Non-refundable fee.
- D. One set of pre-stamped and preaddressed envelopes for all real property owners of record who will receive a notice of the application as required by section 4.1.400. C of the Creswell Development code

A  
 A1  
 A2  
 A3  
 A4  
 B  
 B1  
 B2  
 B3  
 B4  
 B5  
 C  
 D

## Information on the Review Criteria for Home Occupation

When your application is reviewed, staff will check to make sure that all relevant criteria listed in the Creswell Development Code have been met. The following review criteria will be used in making the final determination regarding the approval of your application. The City shall approve, approve with conditions, or deny an application for a Type III home occupation based on a second set criteria listed on page three or Section 4.9.200 of the Creswell Development Code.

### Section 2.2.00(E) Review Standards for a Type I Home Occupations Permit

1. Appearance of Residence:
  - a. The home occupation shall be restricted to lawfully-built enclosed structures and be conducted in such a manner as not to give an outward appearance of a business.
  - b. The home occupation shall not result in any structural alterations or additions to a structure that will change its primary use or building code occupancy classification.
  - c. The home occupation shall not violate any conditions of development approval (i.e., prior development permit approval).
  - d. No products and or equipment produced or used by the home occupation may be displayed to be visible from outside any structure.
2. Storage:
  - a. Outside storage, visible from the public right-of-way or adjacent properties, that exceeds what is customary for a single-family residence in the vicinity, is prohibited.
  - b. On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable) beyond those normally incidental to residential use is prohibited.
  - c. Storage of inventory or products and all other equipment, fixtures, and activities associated with the home occupation shall be allowed in any structure.
3. Employees:
  - a. Other than family members residing within the dwelling located on the home occupation site, there shall be not more than one (1) full time equivalent employee at the home occupation site at any given time. As used in this chapter, the term "home occupation site" means the legal lot on which the home occupation is conducted.
  - b. Additional individuals may be employed by or associated with the home occupation, so long as they do not report to work or pick up/deliver at the home occupation site.
  - c. The home occupation site shall not be used as a headquarters for the assembly of employees for instruction or other purposes, including dispatch of employees to other locations.
4. Vehicles, Parking and Traffic:
  - a. One (1) commercially-licensed vehicle associated with the home occupation is allowed at the home occupation site. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
  - b. There shall be no more than three (3) commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries during the hours of 9:00 p.m. to 7:00 a.m.
  - c. There shall be no more than one (1) client's or customer's vehicle at any one time and no more than eight (8) per day at the home occupation site.
5. Business Hours. There shall be no restriction on business hours, except that clients or customers are permitted at the home occupation from 7:00 a.m. to 9:00 p.m. only, except on Sundays, subject to subsections 1 and 5, above.

6. Prohibited Home Occupation Uses:

- a. Any activity that produces radio, TV, or other electronic interference; noise, glare, vibration, smoke, or odor beyond allowable levels as determined by local, state or federal standards, or that can be detected beyond the property line; is prohibited.
- b. Any activity involving on-site retail sales, including garage sales exceeding the thresholds of a temporary use, is prohibited, except that the sale of items that are incidental to a permitted home occupation is allowed. For example, the sale of lesson books or sheet music from music teachers, art or craft supplies from arts or crafts instructors, computer software from computer consultants, and similar incidental items for sale by home business is allowed subject to 1-6, above.
- c. The following uses and uses with similar objectionable impacts because of motor vehicle traffic, noise, glare, odor, dust, smoke or vibration, are prohibited:
  - (1) Ambulance service;
  - (2) Animal hospital, veterinary services, kennels or animal boarding;
  - (3) Auto and other vehicle repair, including auto painting; and
  - (4) Repair, reconditioning or storage of motorized vehicles, boats, recreational vehicles, airplanes or large equipment on-site.

**Section 4.9.200(B)(2) Review Standards for a Type III Home Occupations Permit**

The City shall approve, approve with conditions, or deny an application for a Type III home occupation based on all of the following criteria:

- a. The proposed use will not be materially detrimental to the stated purposes of applicable Code requirements and to other properties within a radius of 100 feet of the subject property;
- b. Impacts to surrounding properties may exist but can be mitigated;
- c. Existing physical and natural systems, such as, but not limited to drainage, natural resources, and parks, will not be adversely affected any more than would occur if the development occurred in compliance Section 2.2.200.E.