



Home Occupation

A home occupation is a business carried on by a resident of a dwelling as a secondary use within the same dwelling. The residential character of the property is maintained in a manner as not to give an outward appearance nor manifest any characteristic of a business in the ordinary meaning of the term. A home occupation does not include the outside storage of equipment or materials. Home occupations are allowed as an accessory use to any residential use in the city, subject to obtaining a business license and conformance with the standards for home occupations. A home occupation that is not fully enclosed within a primary structure, or exceeds one or more of the home occupation standards, may be permitted subject to review and approval of a Home Occupation Permit.

Application Process

Carlton Development Code (CDC) Chapter 17.124* describes the approval process and standards for home occupations. A home occupation is processed as a Type I land use action in accordance with the procedures found in Carlton Development Code (CDC) Section 17.188.010. The City Planner reviews the request and makes a recommendation on whether or not to approve the application to the City Manager. If city staff finds the facts of the particular case require interpretation of existing standards, then a public hearing shall be scheduled before the Planning Commission. If a public hearing is not required, the City Manager shall issue a permit for a home occupation provided the application complies with the Carlton Development Code (CDC). The City Manager's decision is final, unless appealed to the Carlton Planning Commission within 12 days of the date of the final written notice.

Prior to commencing business, the home occupation proprietor shall obtain a **business license** from the City of Carlton. Note: Day care facilities with 12 or fewer children are not required to obtain a home occupation permit.

Application Requirements

To request a home occupation permit, there shall be submitted to the City Recorder:

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of the application form and the application attachments. Copies must be clear and legible.

____ Application filing fee

*The Carlton Development Code is available online at: www.ci.carlton.or.us/municode.

Home Occupation Application

City of Carlton

Docket No.: _____

Date: _____

Fee: _____

Receipt No.: _____

Applicant: Name _____

Mailing Address _____

Phone _____

Title Holder: Name _____

Mailing Address _____

Location: Street Address _____

Tax Lot Number _____ Map _____

Description: Comprehensive Plan Designation _____

Current Zoning _____

Describe the proposed home occupation:

SUBMITTAL REQUIREMENTS:

Subsection 17.124.010 of the Carlton Development Code specifies the following standards and restrictions for home occupations. Applicants must respond to the standards and restrictions, which are as follows (use additional pages if necessary):

1. Participation: No more than one person shall be employed whom is not a member of the family residing on the premises. Would the home occupation employ more than one person whom is not a member of the family residing on the premise?

2. Character: The character and primary use of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping. Will the home occupation result in any changes to the character and primary use of the premises as a residence? If so, please describe any changes to the residence.

3. Traffic: A home occupation located on a local street, or privately maintained road serving three or more residences, shall not generate more than 20 vehicle trips in one day. A "trip" is a vehicle traveling in one direction to or from a source. Twenty (20) trips are equivalent to 10 round trips. Will the home occupation result in more than 20 vehicle trips (10 round trips) in one day?

4. Noise: A home occupation shall not create noise of a type, duration or intensity that, measured at the property line, exceeds 60 DBA between the hours of 7:00 a.m. and 6:00 p.m. No noise shall be created by the home occupation between the hours of 6:00 p.m. and 7:00 a.m. that is detectable to normal sensory perception, off the premises of the home occupation. Will the home occupation result in any noises that exceed 60 DBA between the hours of 7:00 a.m. and 6:00 p.m. or any noise between the hours of 6:00 p.m. and 7:00 a.m.?

5. Equipment and Process Restrictions: No home occupation shall create vibration, glare, fumes, odors, or electrical interference detectable to normal sensory perception outside the dwelling unit. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises. Will the home occupation create any vibration, glare, fumes, odors or electrical interference outside the dwelling unit, or result in any visual or auditory interference in any radio or television off the premise?

6. Hazards: No equipment, process or material shall be used which will change the fire rating or structure separation, firewall, or ventilation requirements for the structure in which the home occupation is located. No hazardous materials shall be used or stored on the property on which a home occupation located in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the zoning district. Will the home occupation include any equipment, process or material that would change the fire rating or structure separation, firewall or ventilation requirements the dwelling?

Will any hazardous materials be used or stored on the property in quantities not typical of those customarily used in conjunction with uses allowed in the zoning district?

7. Signs: Signing shall be as provided in Development Code Section 2.206, which states that the total area for all signs used shall not exceed six (6) square feet. Signs may be located inside the dwelling or located flat against the dwelling, within which the home occupation is conducted, or may be located on a freestanding pole located in the same location where fences are allowed and having a maximum height of six (6) feet. Signs may be illuminated by indirect lighting only. Do you plan to install any signs for the home occupation on the premise? If so, please submit an application for a sign permit.
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8. On-premise Client Contact: Customer and client contact shall be primarily by electronic media, telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic. Please describe any on-premise client contact and how any services or sales related to the business will be conducted.
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9. Deliveries and Large Vehicle Storage: Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or private parcel delivery trucks. Vehicles over one (1) ton capacity and used in conjunction with a home occupation shall be stored within an enclosed structure on the property. Regardless of capacity, storage of vehicles within the public right-of-way shall be prohibited. Please describe any deliveries and large vehicle storage used in conjunction with the home occupation.
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10. Parking: Parking spaces needed for the conduct of a home occupation shall be provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the district. No more than two (2) home occupation-related vehicles shall be located on the property at one time. Please indicate how many off-street parking spaces are available on the premise and how many home-occupation related vehicles will be located on the property.
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11. Storage and Use of Yard Areas: Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as

provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations that involve the care of children may use rear yard areas for playground equipment. Does the home occupation require the storage of any tools, equipment, materials, and merchandise on-site? If so where will the storage items be located?

ATTACHMENTS:

The following attachments must accompany the home occupation application:

____ A site plan drawn to scale. The site plan must include the following information (if applicable): existing and proposed structures, driveways and vehicular circulation, parking, landscaping, and significant natural features.

____ **One (1) paper copy** and **one (1) electronic copy** (PDF format preferred) of this application and all of the application attachments. Copies must be clear and legible.

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Applicant's Signature

Date

Applicant's Signature

Date

Title Holder's Signature

Date

Title Holder's Signature

Date

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

Land use planning fees ("fees") are an estimate of the costs necessary to process land use applications. Fees include, but are not limited to, preparation of required public notices, staff reports and decisions, and are inclusive of the time allocated by the City Planner, City Engineer, and City Attorney. Fees must be paid at the time of application.

If there are any funds remaining after the project is complete, the applicant will receive a refund for the balance. Alternatively, if the application fee is exhausted before the project is complete, the project will be billed monthly for any additional costs until all land use stages are finished.

Please note that contracted service provider fees are subject to change and may include the fees of their hired staff. For current contractor fees, please call the city at 503-852-7575.

By reading and understanding the above information, I acknowledge the terms of the land use fee agreement as outlined above. Failure to comply with the fee agreement will result in the rejection of the application.

Applicant Signature

Date