



## Home Occupation – Criteria / Questionnaire

**Definition** (per Article 5, Section 53.15 of the Hood River County Zoning Ordinance): A home occupation is a business or professional activity operated for income purposes, only by residents in a dwelling or pre-existing building on the same lot or parcel as the resident's dwelling, provided the home occupation is a secondary use and is clearly incidental, accessory or subordinate to the residential use or the pre-existing building.

Home occupations proposed in dwellings or pre-existing buildings in certain specified zones - Residential Zone (R-1); Residential Zone (R-2); Rural Residential Zone (RR); Rural Center Zone (RC); Historic Preservation Zone (HP); and Scenic Protection Zone (SP) - require obtaining a conditional use permit; and home occupations proposed in resource zones must obtain a conditional use permit and comply with applicable requirements in the following zones: Exclusive Farm Use Zone (EFU); Forest Zone (F-1); and Primary Forest Zone (F-2).

Home occupations are permitted outright in the following zones pursuant to compliance with provisions in the zones in which the use is proposed: Commercial Zone (C-1); Industrial Zone (M-1) and Light Industrial Zone (M-2).

A home occupation shall be in conformance with provisions in Article 53 Home Occupations. In the zones noted above, the Planning Director will process the request for a Home Occupation as Conditional Use Permit pursuant to Article 72 and subject to the criteria in Article 60, Section 60.10. To address the criteria, please answer the following questions:

.....

**Conditional Uses** (Article 5, Section 53.25) The following conditional uses are required to comply with provisions in Article 72 - Planning Director's Review Procedure and Article 53 - Home Occupation, Section 53.30 - Home Occupation Standards:

- A. A home occupation proposed in the following zones in an existing dwelling or pre-existing building on the same lot or parcel as the resident's dwelling: Residential Zone (R-1); Residential Zone (R-2); Rural Residential Zone (RR); Rural Center Zone (RC); Historic Preservation Zone (HP); and Scenic Protection Zone (SP).
- B. A home occupation proposed in either a dwelling or pre-existing building on the same parcel or lot as the resident's dwelling in the Forest Zone (F-1), Primary Forest Zone (F-2) and Exclusive Farm Use Zone (EFU) shall comply with the following requirements:
  1. A home occupation proposed in the Forest Zone (F-1) and Primary Forest Zone (F-2) shall also comply with provisions in either Article 5, specifically Section 5.20 – Uses Subject to a Conditional Use Permit, or Section 6.30 - Criteria and Standards for Approval, of the Hood River County Zoning Ordinance.
  2. A home occupation proposed in the Exclusive Farm Use Zone (EFU) shall comply with provisions in Article 7, specifically Section 7.40 - Uses Subject to a Conditional Use Permit of the Hood River County Zoning Ordinance.
  3. Compliance with applicable requirements of the zone in which the home occupation is located.

► *What is the zoning designation(s) of the subject parcel(s)?* \_\_\_\_\_

C. Expansion or change in use of home occupations or one or two person businesses existing prior to the adoption date of this ordinance (Ord. 152, adopted May 19, 1986), (see Section 53.35 Nonconforming Use).

- ▶ *Has there been a home occupation or one or two business existing since May 19, 1986?*  
 Yes  No

**Section 53.30 - Home Occupation Standards**

Applicants for home occupations shall demonstrate through affirmative findings of compliance with the following standards:

A. Submittal of a site plan

- ▶ *Provide a site plan showing information required on the sample site plan, the area of proposed activity, toilet facility location, vehicle access to accommodate emergency vehicles, and a detailed parking layout.*

B. The nature of the use shall be specified at the time of application. Any proposed change in the use of an approved home occupation shall require additional County review. Any departure from the uses and activities initially specified shall be considered grounds for revocation.

- ▶ *What is the nature of the proposed home occupation?* \_\_\_\_\_

C. Compliance with Section 53.15 - Definition, Home Occupation, as stated above.

D. The home occupation is clearly incidental, accessory and subordinate to the residential use.

E. The use will not take an outward appearance nor manifest any characteristics of a business or operation of a retail or wholesale nature.

F. There shall be no visible evidence of conduct of a home occupation from any road or adjacent property.

G. Structural alterations shall not occur.

- ▶ *Are structural alterations required to accommodate the home occupation?*  
 Yes  No

H. Only two residents of the dwelling or parcel who are either owners, leasing, or renting shall be engaged in the home occupation. No more than one home occupation, shall be permitted in conjunction with any dwelling or parcel.

- ▶ *How many people will be engaged in the proposed home occupation?* \_\_\_\_\_

- ▶ *Are all people to be engaged in the proposed home occupation residents of the on-site dwelling?*  Yes  No

- ▶ *Is the subject parcel already used for a home occupation?*  Yes  No

- I. Only limited retail sales and sales accessory to services associated with the home occupation are permitted.
- J. The existence of a home occupation shall not be justification for a plan and zone change to commercial or industrial use.
- K. Approval is personal to the applicant and shall not run with the land. Approval shall expire two years from the date of issuance, at which time the permit may be renewed by the County Planning Department based upon findings that the requirements of this ordinance are being met. The applicant is required to contact the Planning Department before the end of two years.
- L. If selling, leasing or allowing another individual to use the property is contemplated, applicant will inform the County Planning Department. If selling, leasing or allowing another individual to use the property and home occupation occurs, this approval becomes null and void. Further use by other than the applicant requires additional review and approval by the Hood River County Planning Department.
- M. Signing is not permitted unless required by the State for the protection of the public's health, safety and welfare.
  - ▶ **Is signage required for the home occupation?**  Yes  No **Dimensions** \_\_\_\_\_
- N. The use shall not generate additional traffic or parking beyond what normally occurs in the applicable zoning district.
  - ▶ **How much additional vehicular traffic per day is anticipated to be generated to the site by the proposed home occupation?** \_\_\_\_\_
  - ▶ **Describe access to the subject parcel(s) – public/private road, width, surface type:**  
\_\_\_\_\_
- O. Compliance with applicable requirements of the zone in which the use is located.
- P. Pre-existing buildings on the same parcel or lot as the resident's dwelling must also comply with the following:
  - 1. The building is pre-existing to the adoption date of this ordinance.
  - 2. The pre-existing building must be located on the same parcel or lot as the dwelling in which the persons engaged in the home occupation reside.
  - 3. Compliance with applicable requirements of the zone in which the use is located.
  - 4. Compliance with other requirements deemed necessary by the County.
  - ▶ **Is the proposed home occupation to be operated out of:**  **The dwelling, or;**  
 **An accessory building ?**
  - ▶ **If accessory building, what year was the structure built?** \_\_\_\_\_

Q. Home occupations proposed in the City of Hood River's Urban Growth Boundary shall comply with the City's definitions and standards in Section 53.15 - Definitions, paragraph B (*as follows*):

**HOME OCCUPATION:** The occupation carried on by a resident of a dwelling unit as an accessory use within the dwelling unit or an accessory building which is incidental or secondary to residential use provided the occupation is conducted so that (1) It does not give the appearance of a business; (2) It does not change the character of the dwelling; (3) There is no display, except by a non-illuminated sign, no larger than one square foot, which may not protrude more than six (6) inches from the exterior of the dwelling unit; (4) No assistants are employed on the site; (5) There is no increase in noise outside the dwelling unit; and (6) There is only minor increase, if any, in the traffic traveling to and from the dwelling unit.

*If the proposed home occupation is in a zone that requires application thru a conditional use permit, please address the following questions:*

► Describe land use / density of development in the area surrounding the property:

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

► Describe the impact on adjacent properties if the request were to be granted: \_\_\_\_\_

\_\_\_\_\_

► Describe whether granting approval to the application will result in more efficient use of the site, or result in protection of a natural feature: \_\_\_\_\_

\_\_\_\_\_

► Describe how the public interest is best carried out by granting the petition for the proposed action, and why that interest is best served by granting the petition at this time: \_\_\_\_\_

\_\_\_\_\_

► Describe how the proposed request serves the need to provide the public with healthful, safe and aesthetic surroundings and conditions: \_\_\_\_\_

\_\_\_\_\_

► Will granting the petition provide for the needs of economic enterprises in the future development of the County? \_\_\_\_\_ If yes, how? \_\_\_\_\_

\_\_\_\_\_

# ADMINISTRATIVE LAND USE APPLICATION



## HOOD RIVER COUNTY COMMUNITY DEVELOPMENT

601 State Street  
Hood River, OR 97031  
**JOHN ROBERTS, DIRECTOR**  
PHONE 541-387-6840  
FAX 541-387-6873  
plan.dept@co.hood-river.or.us

PLANNING
File No.:
Date received:
Date issued:
Application Review Fee \$

### TYPE OF LAND USE PERMIT:

**Dwellings:**

- Farm Operator Dwelling  
    Income   Acreage
- Relative Farm Dwelling
- Accessory Farm Dwelling
- Farm Lot of Record
- Forest Template Dwelling
- Forest Large Tract Dwelling
- Forest Lot of Record

**Conditional Use:**

- Non- Farm Dwelling
- Dependent Relative Dwelling
- Home Occupation
- Bed and Breakfast

**Other:**

- Variance
- Subdivision

**Plan and Zone Change**

- Planned Unit Development
- Zone Boundary Adjustment
- Comprehensive Plan Amendment

\_\_\_\_\_

\_\_\_\_\_

### SITE INFORMATION:

Township:	Range:	Section:	Tax Lot:	Parcel size: _____ ac.	Zoning: _____
Site Address:				City:	

Description of Proposed Development or Use: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### APPLICATION CHECKLIST:

Unless otherwise noted, the following information is required as part of a complete application:

Completed application form _____	Project description _____
Applicant's & ALL property owners' signatures _____	Applicable criteria form / questionnaire _____
Site Plan - per attached example _____	Supporting documents (farm income, etc.) _____
Filing fee _____	

Only applications with the required information can be processed. Obtain a copy of the criteria and the questionnaire for your application type. The pertinent Hood River County Zoning Ordinance sections may be obtained from Hood River County Community Development or on-line through the county website at [www.co.hood-river.or.us](http://www.co.hood-river.or.us)

Pursuant to Oregon Revised Statutes Chapter 215, Section 427, this department has 30 days to review the application for completeness and notify the applicant of any deficiencies.

### SIGNATURES: All Owners must sign (Corporate or LLC owned parcels require authorized signatures)

Owner Name: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: _____ Phone:                      E-mail: _____	Owner Name: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: _____ Phone:                      E-mail: _____
Applicant if other than owner: _____ Signature req'd _____ Mailing Address: _____ City:                      State:                      Zip: _____ Phone:                      E-mail: _____	<p><i>By signing, I acknowledge that the information provided in this application is accurate to the best of my knowledge. Signature of the property owner(s) indicates that the property owners(s) is/are aware that an application is being made on the subject property. Signature of the property owner(s) also authorizes the County planning staff reasonable access to the site in order to evaluate the application.</i></p>

## **SITE PLAN:**

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A site plan, drawn **TO SCALE** in black ink at a maximum scale of 1 inch = 100 feet, must be included with your submitted application. Please do not use highlighter, colors, or photographs/aerial photos since they are not easily reproducible. Site plans should be drawn on paper **NO LARGER THAN 11"x17"**.

If the parcel is large, planning staff suggests that you submit a detail site plan that shows only the portions of the parcel affected by the proposed development, together with a vicinity plan showing the overall site. If this option is pursued, please show at least two property lines and enough of the parcel or some adjacent features, such as roads, so that the planner and other viewers can locate the proposed development on the vicinity map.

Much of the required information may be obtained from the Hood River County webmap at [www.co.hood-river.or.us](http://www.co.hood-river.or.us) - under "County Maps"

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## **MINIMUM SITE PLAN INFORMATION REQUIREMENTS:**

**Please Note:** Although most site plans can be drawn by the person making application, you may wish to hire a professional to prepare your site plan if your proposal is complex or the site is challenging. Site plans allow the planner and other interested parties to clearly understand the nature of the proposal and its relationship to the parcel, as well as surrounding parcels of land. Submitted site plans are considered legally binding documents. It is the responsibility of the applicant to know and accurately identify the subject parcel's property lines, as well as the location of any easements or rights-of-way.

- ⇒ Property Information - address and map and tax lot.
- ⇒ Property owner and applicant name.
- ⇒ Scale and north arrow.
- ⇒ Boundaries of parcel with dimensions.
- ⇒ Location, labeling, and size of existing and proposed buildings and structures.
- ⇒ Setback distance of proposed buildings and structures from property lines, roads, other structures, streams, ponds, & wetlands.
- ⇒ Location and width of access roads, driveways, turnouts, turnarounds, and parking areas.
- ⇒ Location of utility services, *including approved septic drainfields, and replacement field*.
- ⇒ All easements (access, utility, irrigation, etc.).
- ⇒ Significant slope or terrain features.
- ⇒ Vegetation type.
- ⇒ Portion of property in farm or forest use.
- ⇒ Vicinity map (if needed to augment your site plan).

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**Site plans not drawn to scale or failing to include the required information will not be accepted. See the sample site plan provided.**

**Using a piece of graph paper, such as that included within this application form, may be the simplest way to draw your plan to scale!**

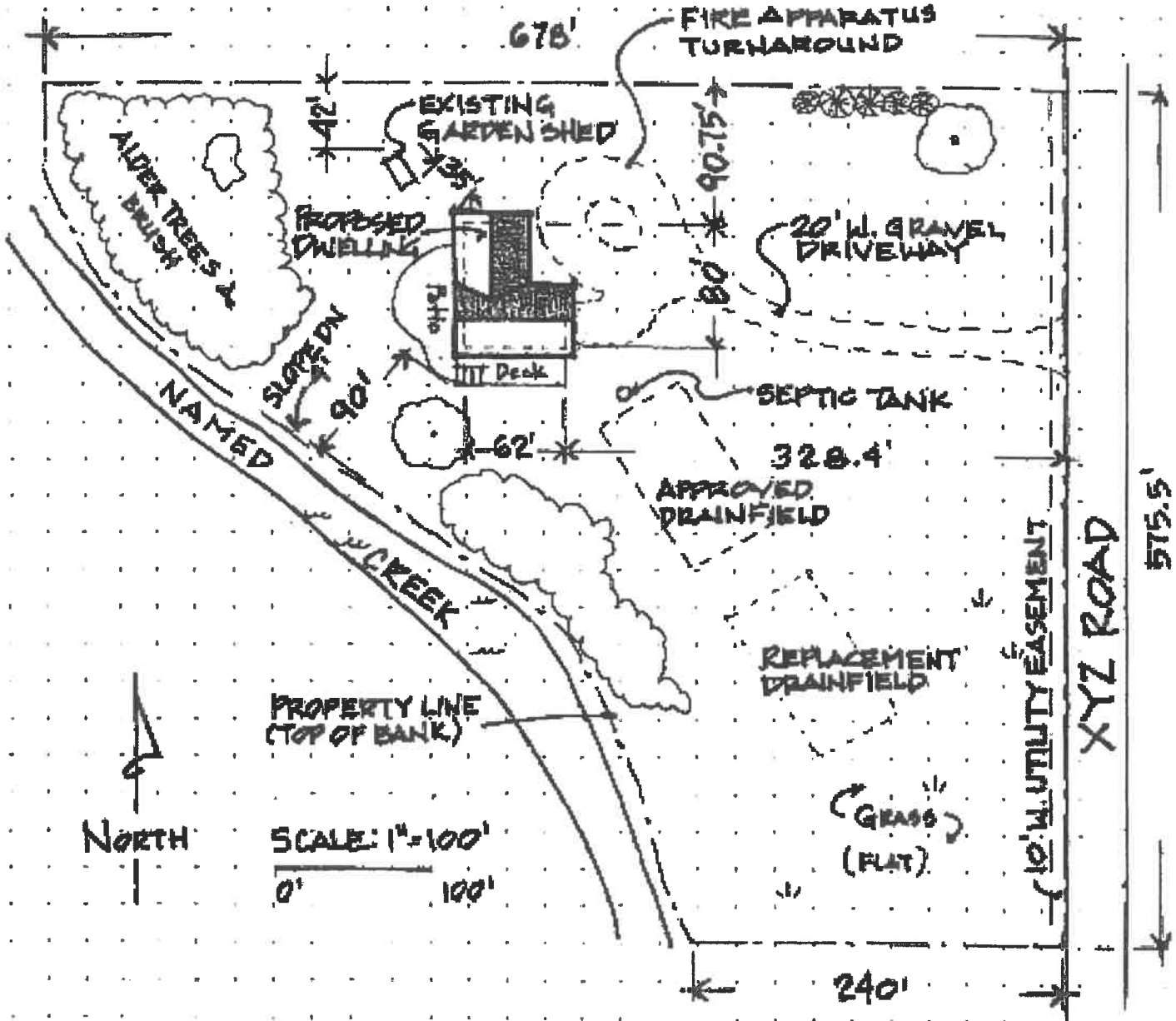
**SITE PLAN EXAMPLE**

Applicant: Joe and Jane Homeowner

Owner: Joe and Jane Homeowner

Property Address: 123 XYZ Road

Twn 3N Rng 8E Sec 10 TxA Lt 2010



**Does your site plan show the following?**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Property Information.                            | <input checked="" type="checkbox"/> Location of utilities, septic drainfields.          |
| <input checked="" type="checkbox"/> Scale and north arrow.                           | <input checked="" type="checkbox"/> All easements (access, utility, irrigation, etc.).  |
| <input checked="" type="checkbox"/> Boundaries of parcel with dimensions.            | <input checked="" type="checkbox"/> Significant slope or terrain features.              |
| <input checked="" type="checkbox"/> Existing and proposed structures.                | <input checked="" type="checkbox"/> Vegetation type.                                    |
| <input checked="" type="checkbox"/> Setback distances of proposed buildings.         | <input checked="" type="checkbox"/> Portion of property in farm or forest use.          |
| <input checked="" type="checkbox"/> Access roads, driveways, turnarounds, & parking. | <input checked="" type="checkbox"/> Vicinity map (if needed to augment your site plan). |

**SITE PLAN**

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Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_ Twn \_\_\_\_\_ Rng \_\_\_\_\_ Sec \_\_\_\_\_ TxlT \_\_\_\_\_

**Does your site plan show the following?**

- Property Information.
- Scale and north arrow.
- Boundaries of parcel with dimensions.
- Existing and proposed structures.
- Setback distances of proposed buildings.
- Access roads, driveways, turnarounds, & parking.
- Location of utilities, septic drainfields.
- All easements (access, utility, irrigation, etc.).
- Significant slope or terrain features.
- Vegetation type.
- Portion of property in farm or forest use.
- Vicinity map (if needed to augment your site plan).