



**SUPPLEMENTAL APPLICATION FOR HOME OCCUPATION LAND USE PERMIT**

- 1. Complete the application form and provide appropriate original signatures. To ensure timely processing of your application, all materials must be submitted on single-sided, 8.5" x 11" paper. Do not use binders, tabs/dividers, staples or tape.
2. This application shall include one full-sized plan set (to scale) and one plan set reduced to no larger than 11" x 17". Include a plot plan that shows all property lines and existing and proposed structures, parking, landscaping, lighting, etc.
3. Include a copy of the current deed showing the property owners.
4. Attach correct fee.
5. All applicable standards and criteria must be addressed in writing prior to acceptance of the application. Detailed descriptions, maps and other relevant information must be attached to the application.

TYPE OF APPLICATION (check one): FEE: \_\_\_\_\_

Administrative Determination (AD)\_\_\_ Partition (MP) \_\_\_ Site Plan (SP) \_\_\_
Conditional Use (CU) \_\_\_ Subdivision (TP) \_\_\_ Variance (V) \_\_\_
Declaratory Ruling (DR) \_\_\_ Temporary Use (TU) \_\_\_ Setback Exception (SE) \_\_\_
Other \_\_\_\_\_

Applicant's Name (print): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Property Owner's Name (if different)\*: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Owner's Email Address: \_\_\_\_\_

- 1. Request: \_\_\_\_\_
2. Property Description: Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_
3. Property Zone(s): \_\_\_\_\_ Property Size (acres or sq. ft.): \_\_\_\_\_
4. Lot of Record? (State reason): \_\_\_\_\_
5. Property Address: \_\_\_\_\_

(over)

- 6. Present Use of Property: \_\_\_\_\_
- 7. Existing Structures: \_\_\_\_\_
- 8. Property will be served by: Sewer \_\_\_\_\_ Onsite Disposal System \_\_\_\_\_
- 9. Domestic Water Source: \_\_\_\_\_

**Supplemental Questions:**

- 1. **Type of Home Occupation:** Type 1 \_\_\_\_\_ Type 2 \_\_\_\_\_ Type 3 \_\_\_\_\_ (check one)
- 2. **Description of Proposed Home Occupation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 3. **Property Size** (acres or square feet): \_\_\_\_\_
- 4. **Location of Home Occupation:** How much floor area (square feet) will be used for the home occupation?  
 In dwelling: \_\_\_\_\_ In accessory building: \_\_\_\_\_  
 Total floor area of dwelling: \_\_\_\_\_ Total floor area of accessory building: \_\_\_\_\_
- 5. **Employees:** Will you have employees report to and work from your home?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, How Many \_\_\_\_\_
- 6. **Onsite Sales:** Will you have onsite sales of products related to your business?  
 Yes \_\_\_\_\_ No \_\_\_\_\_. If yes, please describe: \_\_\_\_\_  
 \_\_\_\_\_
- 7. **Vehicle Trips:** How many daily trips to and from your property will be made related to the home occupation (a trip represents one trip to or from a property)? Include trips by any employees, customers, and parcel delivery services:  
 \_\_\_\_\_
- 8. **Access and Parking for Employees:** On the site plan, describe and show the access to the road that provides property access and parking area you will provide.
- 9. **Hours of Operation:** Time (Hours of Day) \_\_\_\_\_ Days of the Week \_\_\_\_\_
- 10. **Proposed Construction:** Please show on scale drawings any proposed alterations to your dwelling and/or accessory building that will accommodate the home occupation.

11. **Equipment and Materials:** Please list the equipment and materials that will be used to conduct the home occupation. Please indicate whether the equipment will generate noise, vibrations, dust, smoke, and/or odors that would be detectable off-site:

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12. **Other Permits and/or Approvals:** Please list other operating permits or approvals you are required to obtain for your home occupation. Example: Other permits from Deschutes County or the State of Oregon:\_\_\_\_\_

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13. **Signs:** Type 2 and Type 3 home occupations can have one (1) ground-mounted or wall-mounted sign (without a sign permit) that is no more than three (3) square feet in area, non-illuminated, and located on your property. Will such a sign be provided?

Yes \_\_\_\_ No \_\_\_\_ If yes, please include a scale drawing of the sign (include height and width)

and show location of sign on site plan.

14. **Outdoor Storage for a Type 3 Conditional Use Permit:** Please complete this section if you are applying for a Type 3 home occupation *and* if you propose an outdoor storage area for equipment and materials that will be used in the home occupation.

- a. Identify the area of your property that will be used for outside storage on your site plan. Please indicate the distance of this area from your property lines.
- b. Indicate which forms of screening (check all that apply) you will use to screen the outdoor storage area and indicate the location of this screening on the site plan:

Sight-obscuring fence	
Mature tree cover	
Topography	
Existing buildings on site	
Introduced landscaping (such as trees, shrubs, berms)	

15. **Additional Information:** Please also include any information you feel will be useful to evaluate the application (e.g. photographs). Use additional sheets of paper if necessary.

To the best of my knowledge, the proposal complies with all previous conditions of approval and all other applicable local, state, and federal laws. By signing this application, I acknowledge that Deschutes County planning staff may make a site visit(s) to the address(es) listed on this application in order to evaluate the property(ies) with the Deschutes County Code criteria applicable to the land use request(s) submitted. Please describe any special circumstances regarding a potential site visit:

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if different)\*: \_\_\_\_\_ Date: \_\_\_\_\_

Agent's Name (if applicable): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Agent's Email Address: \_\_\_\_\_

**\*If this application is not signed by the property owner, a letter authorizing signature by the applicant must be attached.**