



Community Development Department

Planning Division Building Safety Division Environmental Soils Division

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SUPPLEMENTAL APPLICATION FOR TYPE 2 AND TYPE 3 HOME OCCUPATION CONDITIONAL USE PERMIT

1. **Type of Home Occupation:** 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:
- _____
- _____
- _____
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: _____
- _____
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.