



CITY OF JACKSONVILLE
 110 E. Main St. – P. O. Box 7, Jacksonville, OR 97530
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www.jacksonvilleor.us

Office Hours:
 Mon - Tues - Thurs – Fri - 8:30am – 2:00pm
Wednesday: Closed to the public all day

HOME OCCUPATION PERMIT

Filing Fee: **\$60.00**
 Receipt #: _____
 Date: _____

BUSINESS / APPLICANT NAME: _____

PHYSICAL ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE: _____ **E-MAIL:** _____
 Business

A 200' FOOT VICINITY MAP AND MAILING LABELS ARE REQUIRED FOR ALL APPLICATIONS
 ~ *Contact a local Title company and request the 200' vicinity map and 2 sets of mailing labels*

TOWNSHIP 37 RANGE 2W SECTION _____ TAX LOT _____

SQ. FT. OF RESIDENCE: _____ **SQ. FT. OF HOME OCC. BUSINESS:** _____

% OF FLOOR AREA FOR HOME OCCUPATION BUSINESS: _____

BRIEF DESCRIPTION OF BUSINESS: _____

Check all that apply: Home office _____ Internet Sales: _____ Mail Order _____

THE PROPOSAL MUST CONFORM TO THE FOLLOWING STANDARDS AND CRITERIA:
 (Please *initial* each line below)

- _____ The activity must be conducted entirely within the dwelling or garage in question.
- _____ The activity must be conducted only by members of the family occupying the dwelling.
- _____ The outward residential appearance of all buildings must be preserved.
- _____ Not more than twenty-five percent (25%) of the floor area of any floor of the individual dwelling unit may be utilized for the intended purposes.
- _____ Merchandising or sale of commodities will be conducted on the premises by telecommunications or mail-order only.
- _____ On-site storage of hazardous materials (including toxic, explosive, noxious, combustible or flammable as determined by the Fire Chief) beyond that normally incidental to residential use is prohibited.
- _____ A sign may be maintained in conjunction with the home occupation activity, provided it is no greater than one (1') square foot in area and placed flat against the building containing the activity.
- _____ No increase in traffic may be expected other than that attributed to normal residential usage.
- _____ There shall be no emission of odorous, toxic, noxious matter nor any use causing electrical or telecommunication interference, vibration, noise, heat, or glare in such quantities as to be readily detectable at any point along or outside property lines of a home occupation so as to produce a public nuisance or hazard.

If the permit is granted, the following shall be deemed conditions of the permit:

Property owners within 200' of the applicants' property shall be notified of any permit approval. If a request for a hearing is received within 10 days of a postmark notice along with a fee of 3/4 of the original fee or \$75.00 (whichever is greater), the matter shall be referred to the Planning Commission for a final decision.

By making application for a home occupation permit, the applicant shall recognize and understand that because a business may be permitted to be conducted within his/her home or garage, he/she may be required to have the home inspected by the building inspector, fire inspector, a representative of any other department which may have authority or an interest in the health and safety of the occupants, customers, or the surrounding residents. Upon the presentation of proper credentials, the applicant shall agree to any and all reasonable inspections.

EXCLUSIONS: Home occupation permits shall not be issued to any of the following:

- a. Beauty shops or barber shops
- b. Kindergarten
- c. Nurseries or Child care centers, unless the requirements of Section 17.92.010 are satisfied.

REVOCATION: The permit may be revoked by the City Recorder or designee for a violation of any condition above imposed or authorized, but the City Recorder or designee, before revoking a permit, shall give the permit tee reasonable notice and an opportunity to be heard.

APPEAL: Any applicant or affected or concerned property owner has the right to appeal the decision of the City Recorder or designee, to the Planning Commission in the manner provided by Chapter 17.116 of the land development regulations.

EXISTING USES: Persons engaged in home occupations lawfully in existence on residentially zoned premises on the effective date of the land development regulations' adoption may continue to thus operate but shall be required to secure a permit hereunder, and any such activity, use or accessory sign, device, or structure, or part thereof, which does not conform the land development regulations shall not be permitted to expand or enlarge and shall be removed or terminated upon the following:

- a. Change of use or ownership of the premises
- b. Written complaint of adjacent property owners, after due notice and hearing if the City Planner or designee finds that the interference with the use and enjoyment of the neighboring premises is such as to defeat the purposes of the land development regulations.

APPLICANT'S NOTE: The intent of the home occupation permit for residential zones is to provide for a limited service-oriented business activity which is conducted in such a manner that the residential character of the building and the neighborhood is preserved. It is intended that granting this privilege would be the exception rather than the rule relative to the variety of activities requesting a permit. The permit shall not be transferable and the privileges it grants shall be limited to the person named in the permit and to the location and activity for which it was issued.

This is to acknowledge that I/we have read the terms, conditions and limitations listed above for the conduct of home occupations and agree to comply with them.

APPLICANTS' SIGNATURE _____ **Date:** _____

() APPROVED () DENIED (list reasons below)

By: _____ **Date:** _____
City Planner or Designee

REASONS FOR DENIAL: _____

