



Type I Review

Fee: \$80.00 | File No. _____

HOME OCCUPATION APPLICATION

*Regulated by Dundee Municipal Code Chapter 17.203.090

1) Property Description:

Location: _____

Tax Lot _____ Zoning Designation _____

2) Applicant Information:

A) Owner's Name: _____

Mailing Address: _____

Phone: _____ Email: _____

I (We) hereby declare under penalty of perjury under that laws of the State of Oregon that the foregoing information is true, complete, and correct. I (We) understand that providing false information in this application shall be a violation of Section 17.203.090 of the Dundee Municipal Code, and shall be grounds to deny the application, void the approval, enjoin the use, and revoke home occupation dwelling license issued for the property.

(Owner Signature) (Date)

(Owner Signature) (Date)

The following Standards must be met for use of a dwelling as a home occupation.

- A. Participation. No person shall be employed other than a member of the family residing on the premises.
- B. Character. The character and primary use function of the residence and premises shall not be changed by the use of colors, materials, design, construction, lighting, landscaping, or lack of landscaping.
- C. 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 trips are equivalent to 10 round trips.
- D. Noise. A home occupation shall not create noise of a type, duration or intensity which, 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.
- E. Equipment and Process Restrictions. No home occupation conducted within a single-family detached residence or an accessory structure shall create vibration, glare, fumes, odors, or electrical interference detectable to the normal sensory perception off the property. No home occupation conducted in a residence other than a single-family detached residence 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.
- F. 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.
- G. Signs. Signs are subject to Chapter 17.306 DMC.
- H. On-Premises Client Contact. Customer and client contact shall be primarily by telephone, mail, or electronic communication 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.
- I. Prohibited Businesses. The repair or maintenance of vehicles shall be prohibited. This includes the repair and/or maintenance of automobiles, trucks, recreational vehicles, trailers, motorcycles, farm equipment, boats, and lawn mowers and other small engine equipment.
- J. Deliveries and Large Vehicle Storage. Delivery of materials to and from the premises shall not involve the use of vehicles over two-ton capacity, except parcel post or private parcel delivery trucks. Vehicles over one-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.
- K. 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 required by the district. No more than two home-occupation-related vehicles shall be located on the property at one time. If access to the property is from an arterial or collector street, adequate maneuvering room shall be provided on site to allow vehicles to leave the property front-end first.
- L. 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).

I understand that complaints regarding the use of my residence as a home occupation shall be reviewed by the City Administrator or designee. I also understand that the City will notify the property owner in writing of any corrective action necessary to mitigate the complaint, and the owner shall have 30 days to correct the identified issue. I understand if the City receives two or more unresolved complaints within a twelve month period, the City Administrator may schedule a hearing before the Planning Commission to consider adding additional conditions for mitigation or revoking the permit. The owner may appeal the Planning Commission decision to the City Council.

By signing below, you are certifying that you have read and understood the standards listed above.

(Owner Signature)

(Date)

Office Use Only	
<input type="checkbox"/> Business License Application Submitted	
<input type="checkbox"/> Approved _____	<input type="checkbox"/> Approved with Conditions (Noted on Separate Sheet)
Signed _____	Dated _____