

**CITY OF MADRAS
COMMUNITY DEVELOPMENT DEPARTMENT**

**HOME OCCUPATION
APPLICATION**

(To be accompanied by a Plot Plan Map,
and Letter of Authorization, if applicable.)

OFFICE USE ONLY	
FILE # _____	FEE \$ _____
RECEIPT # _____	RECEIVED By _____
ZONING _____	DATE RECEIVED _____

Legal Description of the Subject Property:
Township Range Section Tax Lot _____

Street address of the property: _____

**I/WE, THE UNDERSIGNED APPLICANT OR AUTHORIZED AGENT, AFFIRM BY MY/OUR SIGNATURE(S)
THAT THE INFORMATION CONTAINED IN THE FOREGOING APPLICATION AND ASSOCIATED
SUBMISSIONS IS/ARE TRUE AND CORRECT.**

APPLICANT:

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

PROPERTY OWNER (if different from Applicant)

Printed Name: _____

Signature: _____ Date: _____

Address: _____ Phone: _____

City/State/Zip: _____ Fax: _____

DEFINITION OF HOME OCCUPATION

A home occupation is a lawful occupation carried on by a resident of a dwelling as an accessory use within the same dwelling, provided: (a) there is no person employed other than the resident of the dwelling, and (b) the occupation is carried on in such a manner as not to impart the outward appearance of a business in an ordinary meaning of the term, or cause or lead to unreasonable increase of the flow of traffic in the neighborhood or production of noise or other forms of environmental pollution.

REQUIRED INFORMATION

1. Describe in detail the type of business proposed and who will be operating the "home occupation".

2. Hours and days of operation _____

3. Projected number of customers: Per Day _____ Per Week _____
Number of shipments/deliveries: Per Day _____ Per Week _____
By what method will these be arriving/sent: _____

4. Will any vehicles or equipment used in the business be parked on the property overnight or when not in use? _____ If yes, indicate the type and number of vehicles and/or equipment: _____

5. If a sign is proposed, a separate application must be submitted and shall comply with City of Madras Sign Ordinance Section 2.6.

6. How many parking spaces will be required for customers? _____

7. The occupation is carried on in such a manner as not to impart the outward appearance of a business in an ordinary meaning of the term, or cause or lead to unreasonable increase of the flow of traffic in the neighborhood or production of noise or other forms of environmental pollution.

Explain how your proposal will comply with this standard: _____

8. The home occupation will not interfere with existing uses on nearby land or with uses permitted in the zone in which the property is located. Describe the uses on the adjacent lands to the:
North: _____
South: _____
East: _____
West: _____

Explain how the home occupation will not interfere with those uses, or with other uses that may be permitted in the future on the adjacent lands:

9. The applicant must show that the location, size, design, and operating characteristics of the proposed home occupation will have minimal adverse impact on the livability, value, or appropriate development of abutting properties or the surrounding area. Explain how the characteristics of the home occupation will result in minimal on properties in the surrounding area:

10. The use must be operated in the dwelling and in character with the zone in which the property is located. Construction of any structure that would not otherwise be allowed in the zone or that is inconsistent with the home occupation standards is not authorized.

Return Application To:
City of Madras
Community Development Department
71 SE 'D' Street
Madras, Oregon 97741
Phone: 541-475-3388
Fax: 5541-475-3959