



**CITY OF BEAVERTON**

Community Development  
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**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**SUBMITTED:** \_\_\_\_\_ **LWI DESIG:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

**HOME OCCUPATION TWO APPLICATION**

**APPLICANT:**  Use mailing address for meeting notification.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:**  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):**  Attach separate sheet if needed.  Check box if Primary Contact

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

(CITY, STATE, ZIP) \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

**Note: A land use application must be signed by the property owner(s) or by someone authorized by the property owner(s) to act as an agent on their behalf. If someone is signing as the agent of the property owner(s), that person must submit a written statement signed by the property owner(s), authorizing the person to sign the application.**

**HOME OCCUPATION INFORMATION (REQUIRED)**

**SITE ADDRESS:** \_\_\_\_\_

**ASSESSOR'S MAP & TAX LOT #**    **LOT SIZE**    **ZONING DISTRICT**

\_\_\_\_\_  
\_\_\_\_\_

**BUILDING TYPE:**  SINGLE-FAMILY HOME     APARTMENT

OTHER \_\_\_\_\_

**PRE-APPLICATION DATE:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS DESCRIPTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



HOME OCCUPATION TWO SUBMITTAL CHECKLIST

WRITTEN STATEMENT REQUIREMENTS- REQUIRED

- A. APPLICATION FORM. Provide one (1) completed application form with original signature(s).
B. CHECKLIST. Provide one (1) completed copy of this two (2) page checklist.
C. WRITTEN STATEMENT. Submit three (3) copies of a detailed description of the proposed home occupation. In the written statement, please:
- Provide individual findings specifically addressing how and why the proposal satisfies each of the criteria within the appropriate Approval Criteria Section of Chapter 40 of the City's Development Code (ORD 2050), attached.
- Describe the nature of the proposed business, type of products sold, processed, manufactured, and/or generated, and the type of materials and products to be stored.
D. SUPPLEMENTAL INFORMATION. Complete the following section regarding the proposed home occupation:
1. Number of outside volunteers or employees who do not reside on the premises
2. Number of clients or customers of the proposed home occupation who will visit the premises for a reason related to the home occupation: per day. Will any of these clients or customers visit the premises between the hours of 10 p.m. and 7 a.m.?
3. Will there be any exterior alteration to the residence?
4. If yes, please describe:
5. Excluding regular U. S. Postal Service delivery, will the home occupation require more than one (1) trip per day for delivery or pick up to/from the residence between the hours of 8:00 a.m. and 6:00 p.m.?
6. Excluding regular U. S. Postal Service delivery, will the home occupation require more than one (1) trip per day for delivery or pick up to/from the residence between the hours of 6:00 p.m. and 8:00 a.m.?
E. FEES, as established by the City Council. Make checks payable to the City of Beaverton.
F. PRE-APPLICATION CONFERENCE NOTES. Provide one (1) copy of the pre-application conference summary as required by the City's Development Code Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.

## PLANS & GRAPHIC REQUIREMENTS- *REQUIRED*

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of **24" x 36"**. Architectural elevations may be presented at an architectural scale. **All plans shall be folded to fit a legal size file jacket.**

***Include all of the following information:***

- A. SITE PLAN:** Submit **three (3) copies** of a current site plan of the entire property. If the plan is not to scale, it must be fully dimensioned. Label and show the location of:
- abutting streets
  - parking
  - property lines
  - driveways
  - floor plan of residence
  - structures
  - Also on the site plan, use hatch marks or shading to indicate the exact location of the proposed home occupation and associated storage of materials and products.

- B. ARCHITECTURAL ELEVATIONS: (AS APPLICABLE)**
- If exterior alteration to the residence will take place to accommodate the home occupation, submit **three (3) copies** of drawings that depict the character of the proposed building(s) and structure(s) (these include buildings, retaining walls, refuse storage facilities, play structures, fences and the like). These drawing should include dimensions of the building(s) and structure(s) and indicate the materials, colors, and textures proposed for the structures.

***I have provided all the items required by this two (2) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_

Print Name

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

## HOME OCCUPATION TWO APPROVAL CRITERIA

**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS “NOT APPLICABLE” OR “THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS” ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Home Occupation Two shall address compliance with all of the following Approval Criteria as specified in 40.40.15.2.C.1-19 of the Development Code:

- 1. The proposal satisfies the threshold requirements for a Home Occupation Two application.
- 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- 3. The proposed home occupation shall have a maximum of one (1) volunteer or employee who is not a resident on the premises.
- 4. The proposed home occupation shall have no more than 8 daily customers or clients on the premises.
- 5. All customer and client visits to the proposed home occupation shall occur only between the hours of 7:00 a.m. and 10:00 p.m.
- 6. If on-site parking is provided, a plan for additional parking may be approved if:
  - a. Not more than a total of 4 on-site parking spaces for the combined residential and home occupation uses are proposed.
  - b. The parking spaces, driveway, street access, landscaping, storm water drainage, and screening comply with this Code and other city standards.
- 7. Excluding regular U.S. Postal Service delivery, the home occupation shall not require more than two (2) trips per day for delivery or pick up to the residence between the hours of 8:00 a.m. and 6:00 p.m. There shall be no deliveries or pick-ups between the hours of 6:00 p.m. and 8:00 a.m.
- 8. The proposed home occupation is being undertaken by an occupant of the residence.
- 9. The proposed home occupation is participating in and is consistent with the City’s Business License Program and other agency licenses as appropriate to the proposed use.
- 10. The on-site operation of the proposed home occupation shall be conducted entirely within the dwelling, a conforming accessory structure, or both. No exterior storage of materials or equipment shall occur on the premises.
- 11. The proposed home occupation will not change the use classification of the dwelling unit or accessory structures as determined by the City Building Official applying the State Building Code.

- 12. The proposed home occupation and associated storage of materials and products shall not occupy more than 700 gross square feet of floor area.
- 13. The subject property will continue to be used and maintained as a residence and will conform to all requirements of this and other City Codes as they pertain to residential property.
- 14. The home occupation, including deliveries from other businesses, shall not include the use of tractor trailers, forklifts, or similar heavy equipment. 40.40.15.2.C
- 15. There shall be no noise, vibration, smoke, dust, odors, heat or glare at or beyond the property line resulting from the operation of the home occupation.
- 16. There shall be no exterior storage of vehicles of any kind used for the business except that one (1) commercially licensed vehicle, which is not larger than a ¾ ton pick-up, passenger van, or other vehicle of similar size, may be parked outside on the subject property, provided such parking complies with applicable parking restrictions.
- 17. The proposal will not involve storage or distribution of toxic or flammable materials, spray painting or spray finishing operations, or similar activities that involve toxic or flammable materials which in the judgement of the Fire Marshall pose a health or safety risk to the residence, its occupants or surrounding properties.
- 18. There is no signage associated with the proposed home occupation aside from a name plate as allowed by Section 60.40.15. of the Development Code [ORD 4584; June 2012]
- 19. Exterior remodeling will not alter the residential character of the building.
- 20. Excluding required residential parking, adequate off-street parking exists to accommodate vehicular traffic for any employee, customer, or both.
- 21. The proposal is consistent with all applicable provisions of Chapter 20 (Land Uses) unless the applicable provisions are subject to an adjustment, planned unit development, or variance which shall be already approved or considered concurrently with the subject proposal.
- 22. The proposal is consistent with all applicable provisions of Chapter 60 (Special Requirements) and that all improvements, dedications, or both required by the applicable provisions of Chapter 60 (Special Requirements) are provided or can be provided in rough proportion to the identified impact(s) of the proposal.
- 23. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- 24. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.