

Date Received:

LAND MANAGEMENT DIVISION



TYPE II LAND USE APPLICATION – Home Occupation: F2 Zone

PUBLIC WORKS DEPARTMENT 3050 N. DELTA HWY, EUGENE OR 97408 Planning: 682-3577

For Office Use Only. FILE # FEE:

Applicant (print name):

Mailing address:

Phone: Email:

Applicant Signature:

Agent (print name):

Mailing address:

Phone: Email:

Agent Signature:

Land Owner (print name):

Mailing address:

Phone: Email:

Through applying for this application I authorize the Lane County Planning Director, designee, or hearings official to enter upon the property subject of the application to conduct a site visit necessary for processing the requested application. Lane County shall contact the Land Owner prior to the site visit to arrange an appropriate time for the site visit.

Land Owner Signature:

LOCATION

Assessor's Map and Tax Lot

Site address

PROPOSAL: A request for Type II (Director) review of a Home Occupation in the Impacted Forest Lands Zone, pursuant to Lane Code 16.211(3)-3.5.

**REQUIRED SUBMITTALS**

(Also reference the Application Standards handout)

**Lane Code 14.020 (3)(b) Electronic Materials.**

- (i) When application or appeal materials submitted in hard copy format are over five pages in length, an applicant or appellant must provide an identical electronic version of the submitted materials in addition to a hard copy. Any other party submitting written materials into the record that are over five pages is also encouraged to submit an identical electronic copy. Any electronic materials must be in a format acceptable to the Director. This provision should not be interpreted to prohibit electronic submittals of materials less than five pages in length. The County will scan submitted materials upon request for fee. The County cannot be held responsible for electronic submittals that are not received by the Director or not confirmed by the Director to have been received.
- (ii) When electronic materials over five pages in length are submitted by any party for inclusion in an application record, an identical hard copy of the materials must also be submitted unless this requirement is waived by the Director.

**Lane Code 14.040 Application Requirements**

- (1) **Minimum Submittal Requirements.** Applications for a Type I through Type IV procedure must be submitted on a form provided by the Director, address all applicable standards and criteria, and include the following materials and information:

- (a) Applications must include at least one hard copy of all application materials, no larger than 11 inch x 17 inch in size;
- (b) All applicable information requested on the application form;
- (c) Required filing fee, except that the required filing fee may not be required when Lane County initiates an application;
- (d) Signature of each applicant;
- (e) Signature of a property owner or property owner's authorized representative;
- (f) Proof of property ownership by providing a certified or recorded copy of a deed, or land sale contract, or Lane County Tax Assessor's records;
- (g) Assessor's map and tax lot number of the subject property;
- (h) A site plan drawn to a standard engineer's scale, and conforming to the County's site plan submittal standards;  

A site plan must be included. Refer to the handout entitled "How to prepare your plot plan." Identify nearby driveways. Driveways spacing standards are contained in Lane Code 15.138.
- (i) Information demonstrating compliance with any applicable prior decisions and conditions of approval for the subject property;
- (j) A written narrative clearly indicating what action is requested and addressing all applicable standards and criteria;
- (k) Supporting information required to evaluate the application and address the applicable standards and criteria;
- (l) A written statement indicating whether a railroad-highway crossing provides or will provide the only access to land that is the subject of an application; and

Does a railroad-highway crossing provide the only access to the subject property?

Yes \_\_\_ No \_\_\_

- (m) Additional information needed to evaluate applicable standards and criteria.
- (2) Fees Required. In addition to any other applicable approval criteria, an approvable Type II or III application must be accompanied by the appropriate filing fee unless the Director authorizes a waiver or reduction to filing fees pursuant to Lane Manual Chapter 60.850.
- (3) Determination of Application Requirements. The Director may waive any of the requirements of subsection (1) above if deemed to be inapplicable to the application.
- (4) Applicant's Burden. It is the applicant's responsibility to provide evidence demonstrating that the application complies with all applicable standards and criteria.

**ADDITIONAL INFORMATION REQUESTED FOR THIS APPLICATION:**

**ZONING** \_\_\_\_\_ **ACREAGE:** \_\_\_\_\_

**DESCRIBE THE ACCESS TO THE PROPERTY** (circle the answer):

State Hwy                      County Rd                      Public Rd                      Private Easement

Road name: \_\_\_\_\_

**NUMBER OF EXISTING DWELLINGS ON PARCEL:** \_\_\_\_\_

**EXISTING IMPROVEMENTS:** What structures or improvements does the property contain (i.e., outbuildings, roads, driveways, wells, septic tanks, drainfields)? Will any structure or improvement be removed/demolished?

\_\_\_\_\_

\_\_\_\_\_

**PHYSICAL FEATURES:** Describe the site.

- The Vegetation on the property: \_\_\_\_\_  
\_\_\_\_\_
- The Topography of the property: \_\_\_\_\_  
\_\_\_\_\_
- Any Significant Features of the property (steep slopes, water bodies, etc.): \_\_\_\_\_  
\_\_\_\_\_

**APPROVAL CRITERIA**

Lane Code 16.211(2) contains the Impacted Forest Land (F-2) Zone Table of Permitted Uses. Use 3.5, a home occupation, is subject to (3)(f) and (4).

Describe the business. What will you be doing? Will it involve any manufacturing?

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Will it involve any manufacturing?            Yes            No

If yes, describe the process:

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What will be the hours of operation? \_\_\_\_\_

**(3)(f) A home occupation must:**

**(i) Be operated by a resident or employee of a resident of the property on which the business is located;**

Who will operate the business? (name): \_\_\_\_\_

Will the person operating the business reside on the property?    Yes            No

If you answered No, explain why: \_\_\_\_\_

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**(ii) Employ on the site no more than five full-time or part-time persons at any given time;**

How many employees are anticipated? \_\_\_\_\_

Explain: \_\_\_\_\_

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**(iii) Be operated substantially in the dwelling or other buildings normally associated with uses permitted in the F-2 Zone;**

What type of structure will the Home Occupation be operated within?

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Will the Home Occupation be operated substantially within the structure?    Yes            No

Describe any components of the Home Occupation that will not take place within a structure:

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**(iv) Not unreasonably interfere with uses permitted in LC 16.211;**

*Note:* Based on the nature of the proposed rural home business, the Director may require additional information that is not listed here.

How many customers will come to the property per week or month? \_\_\_\_\_

How many deliveries will occur at the property per week or month? \_\_\_\_\_

How much off-street parking is available? (Identify this on the site plan.) Number of spaces: \_\_\_\_\_

How will the outdoor storage related to the Home Occupation be shielded from the adjoining properties?

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Will the Home Occupation generate any noise and/or odors?    Yes            No

Will the noise and/or odors interfere with existing uses nearby? If so, how will you mitigate the impacts to nearby neighbors?

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Will the Home Occupation have any outdoor lighting?            Yes            No

Will the lighting interfere with nearby existing uses? If so, how will your mitigate the impacts to nearby neighbors?

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Will the business increase your water usage? Explain below:    Yes            No

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Will the business create a fire danger? Explain below:            Yes            No

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Will the business require the use or handling of dangerous chemicals or other substances?    Yes            No

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**(vi) Comply with sanitation and building code requirements prior to the start of Home Occupation;**

A building or sanitation permit may be required.

**(vii) Not be used as a justification for a zone change;**

If this application is approved, it will not constitute evidence that justifies a zone change.

**(4) Conditional Use Review Criteria**

A Conditional Use listed in Table 16.211-1 of this zone that references this section may be allowed provided the following requirements are satisfied. These requirements are designed to make the use compatible with forest operations and agriculture and to conserve values found on forest lands.

**(a) The proposed use will not force a significant change in, or significantly increase the cost of, accepted farming or forest practices on agriculture or forest lands.**

Explain how your proposal complies with the above requirements:

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**(b) The proposed use will not significantly increase fire hazard or significantly increase fire suppression costs or significantly increase risks to fire suppression personnel.**

Explain how your proposal complies with the above requirements:

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