



# City of Eagle Point

## Business License Application Questionnaire for a Home Occupation

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **Eagle Point Zoning Ordinance (EPZO) Section 17.52.100 Home Occupations (Ordinance No. 9-101)**

A. Purpose and Scope. It is the intent of the home occupation permit to provide for a limited business activity which is conducted in a manner that the residential character of the buildings and the neighborhood is preserved. The permit shall not be transferable and the privileges it grants shall be limited to the person named in the permit to the location and activity for which the permit is issued. A home occupation permit is required before and in addition to any other requirement to obtain a business license or satisfy any other requirement contained in any other ordinance now or hereafter adopted by the City of Eagle Point.

B. Permit Issuance. The City Administrator shall issue a home occupation permit if he or she finds that all of the following criteria are, and will be, met by the individual applicant. The permit may include conditions setting an expiration date, requiring periodic review and renewal, requiring the applicant to sign an acknowledgment of conditions, or other conditions specifically dealing with the property use involved, where such conditions are found by the City Administrator to be reasonably necessary to maintain the purposes defined in subsection A of this section and the regulations in subsection C of this section.

#### C. Regulations.

1. The occupation shall be conducted entirely within the dwelling, garage, or accessory building.
2. The occupation shall be conducted only by members of the family occupying the dwelling.
3. The outside residential character of all buildings must be preserved.
4. No sign larger than 2 sq. ft. identifying the business shall be permitted except as required by law.
5. No occupation creating loud and unusual sounds, or causing smoke or odors, or other nuisances detrimental to the residential character of the neighborhood shall be permitted.
6. No home occupation permit shall be permitted which, in the determination of the City Administrator, will unduly increase traffic, parking or storage of any vehicles on or adjacent to the premises for which the permit is requested, unless the City Administrator further determines that any increased parking or storage may be adequately screened from public view, including from adjacent properties.

D. Permit Revocation. The home occupation permit may be revoked by the City Administrator for violation of any conditions imposed. The City Administrator, before revoking a home occupation permit, shall give the permit holder 14 days' notice to abate the violation.

E. Appeal. Any applicant or affected or concerned property owner has the right to appeal the decision of the City Administrator to the City Planning Commission and the City Council in the manner provided by Chapter 17.100 EPMC.

#### F. Existing Home Occupations.

1. Persons engaged in home occupations lawfully in existence on the effective date of the ordinance codified in this section may continue to operate but must secure a home occupation permit.
2. Home occupations not in conformance with this section shall not be permitted to expand or enlarge and shall be removed or terminated upon a change of use or occupancy of the premises.

## City of Eagle Point Business License Application Questionnaire for a Home Occupation

General Information	YES	NO
1. Are you the property owner?		
2. If you are NOT the property owner, have you attached to this form an authorization letter from the property owner or the owner's representative?		
3. If required by your CC&R's, have you attached a clearance from your Home Owners Assoc?		
4. If applicable, does your signage comply with the Zoning Ordinance?		
5. Have you made any structural changes that would affect the bldg code classification?		
6. Does your home occupation violate any conditions of development?		
7. Is your business located in the primary house, attached or detached garage?		
Storage	YES	NO
8. Do you store any items for your home occupation outside?		
9. Is the storage of these items visible from the street or from adjacent homes?		
10. List type & amounts of chemicals, combustibles, explosives, oxidizers or irritants. Provide Safety Data Sheets for all items listed. Provide a hazardous materials management plan if applicable.		
Vehicles/ Parking & Traffic	YES	NO
11. Do you park any commercial vehicles on the site? If so, how many? _____		
12. When parked at home, does your commercial vehicle extend into the street or sidewalk?		
13. Do you receive deliveries? If so, who makes them (i.e. mail, UPS, FedEx)? _____		
14. Are there commercial vehicle deliveries between 10pm and 7am?		
15. Do clients visit your home? If so, how many at one time? ____ Within a 24 hour period? ____		
16. Does your business produce any radio or TV interference, noise, glare, vibration, smoke or odor beyond that allowed by local, state or federal standards, or detectable beyond the property line?		
17. Do you understand that your home occupation permit is dependent upon obtaining and keeping current your City of Eagle Point business license?		

Conditions of Approval: \_\_\_\_\_

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*I hereby affirm that I have read and understand EPZO 17.52.100 and that the information provided herein is correct and complete.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_