



Record No. 217- _____ - _____ PLNG

Crook County Community Development

300 NE 3rd Street, Room 12, Prineville Oregon 97754

Phone: 541-447-3211 / Fax: 541-416-2139

Email: plan@co.crook.or.us / Website: www.co.crook.or.us

CONDITIONAL USE - HOME OCCUPATION - ADMINISTRATIVE

_____ 20 ACRE PARCEL OR **UNDER** \$825.00

_____ 20 ACRE PARCEL OR **OVER** \$825.00

NOTICE TO ALL APPLICANTS: The Crook County Community Development, Planning Division is required to review all applications for accuracy and determine the adequacy of information needed to make a decision. Crook County Code allows 30 days to determine whether the application is complete. If the Planning Division determines that your application is incomplete, you will be requested in writing to provide the necessary missing information, and a decision on your application will be postponed until the information is received. **Make sure your application is complete. The burden of proof lies with the applicant.**

PROPERTY OWNER

LAST NAME: _____ FIRST NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (_____) _____ - _____ ALTERNATE PHONE: (_____) _____ - _____
EMAIL: _____

AGENT / REPRESENTATIVE

LAST NAME: _____ FIRST NAME: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: (_____) _____ - _____ ALTERNATE PHONE: (_____) _____ - _____
EMAIL: _____

PROPERTY LOCATION

TOWNSHIP _____ SOUTH, RANGE _____ EAST WM, SECTION _____, TAX LOT _____
SIZE OF PROPERTY: _____ ACRES ZONING: _____
PHYSICAL ADDRESS: _____
SUBDIVISION, IF APPLICABLE: _____

FLOOD ZONE: IS THE PROPERTY LOCATED WITHIN A FLOOD ZONE? YES _____ NO _____

Explain your request: what, where, when, why:

Lined area for explaining the request.

DOMESTIC WATER

WATER WILL BE SUPPLIED BY: (CHECK ONLY ONE)

- ___ AN EXISTING INDIVIDUAL WELL
___ A PROPOSED INDIVIDUAL WELL
___ SHARED WELL (NUMBER OF DWELLINGS ___)

IF SHARED WELL, INDICATE THE LOCATION OF WELL AND OTHER PROPERTY LOCATIONS ON THE PLOT PLAN/SITE PLAN (TAX MAP #), AS WELL AS A COPY OF A RECORDED "SHARED WELL AGREEMENT." A "SHARED WELL" IS 3 OR LESS DWELLINGS ON ONE WELL UN-REGULATED SYSTEM.

___ OTHER: PLEASE EXPLAIN
___ COMMUNITY WATER SYSTEM: NAME ___ PWS# ___

COMMUNITY WATER SYSTEM AUTHORIZATION

PRINT NAME: ___ PHONE: ___
AUTHORIZATION SIGNATURE: ___ DATE: ___

ACCESS / ROADS

INDICATE THE TYPE OF ACCESS USED TO THE PROPERTY: (CHECK ONE)

COUNTY ___ PUBLIC ___ PRIVATE ___ STATE ___

- > IF PRIVATE EASEMENT, PROVIDE LEGAL RECORDED DOCUMENTATION.
> IF ACCESSING FROM THE OREGON STATE HIGHWAY, AN "APPROVED" ODOT PERMIT MUST BE ATTACHED:
> IF ACCESSING FROM A "COUNTY MAINTAINED" OR "PUBLIC" ROAD, AN APPROVED ROAD APPROACH PERMIT MUST BE ATTACHED, OR YOU WILL BE REQUIRED TO APPLY FOR THIS PERMIT.

ON-SITE SEPTIC

THE FOLLOWING QUESTIONS ARE TO ASSESS YOUR POTENTIAL ADDITIONAL WASTE WATER USE AND STRENGTH OF WASTE WATER ENTERING YOUR ON-SITE SEPTIC SYSTEM.

- 1.) WILL THE PROPOSED "HOME OCCUPATION" INCREASE THE VOLUME TO THE SEPTIC SYSTEM? YES ___ NO ___
- 2.) WILL THE PROPOSED "HOME OCCUPATION" CHANGE THE WASTE STRENGTH? YES ___ NO ___
- 3.) HOW MUCH WATER WILL BE USED IN A 24 HOUR DAY RELATED TO THE "HOME OCCUPATION" PROPOSAL? ___ GALLONS

- 4.) WILL THERE BE ANY FOOD PREPARATION WITH THE PROPOSED "HOME OCCUPATION?" YES ___ NO ___
(IF YES, A "DOMESTIC KITCHEN ON-SITE SEPTIC USAGE QUESTIONNAIRE FORM IS REQUIRED TO BE COMPLETED.)

HOME OCCUPATIONS, when permitted as a conditional use and conducted as an accessory use, shall be subject to the following: **PLEASE ADDRESS THE FOLLOWING, USE A SEPARATE SHEET IF NECESSARY.**

✓ 20 ACRES OR LESS:

1. The home occupation is to be secondary to the main use of the property as a residence and shall be conducted only by the residents of such dwelling within the same dwelling or in an accessory building on the same property.

2. Structural alterations shall be allowed to accommodate the home occupation when required by law or only after the plans for such alterations have been reviewed and approved by the planning director or planning commission. Such structural alterations shall not detract from the outward appearance of the building or change the appearance of the building from a dwelling or otherwise permitted accessory building.

3. One non-illuminated sign not to exceed six square feet and bearing only the name and occupation of the resident shall be permitted.

4. No materials or mechanical equipment shall be allowed which are detrimental to residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors.

5. No materials or commodities shall be delivered to or from the property, which are of such bulk or quantity as to require delivery by a commercial vehicle or trailer not including a licensed parcel service (such as, but not limited to, UPS, Systems 99 and FedEx) or the United States Mail. All parking of allowed delivery vehicles or customer vehicles shall be in a manner and frequency as to cause no disturbance or inconvenience to nearby residents. The proposed home occupation should allow for on-site parking. _____

6. Home occupations shall not include freight depots, building materials business, ice or cold storage plants, machine shop or related activities, veterinary clinics, kennels, laboratories, storage of hazardous chemicals, any processes requiring the rendering of fats or oils, animal slaughtering, concrete or redi-mix manufacture or distribution plants, wrecking yards, quarries, gravel pits, subsurface or surface mining, commercial feed lot, stock yards, railroad facilities, lumber and other wood products manufacturing, agricultural product storage and processing plants, bulk petroleum products storage and distribution or any other manufacturing process which would violate subsection (7)(a)(v) of this section.

7. Only one person may be employed other than members of the immediate family.

8. The home occupation shall be limited to 30 percent of the dwelling or 400 square feet, whichever is less.

9. For any use permitted by this section on a lot adjacent to or across the street from a residential use or lot in a residential zone, there shall not be any odor, dust, fumes, glare, flashing lights, noise, or other similar types of possible nuisances which are perceptible (without instruments) more than 200 feet in the direction of the affected residential use or lot in a residential zone.

10. Shall comply with any additional condition of approval established by the approval authority under CCC 18.160.030.

✓ 20 ACRES OR MORE:

1. The home occupation is to be secondary to the main use of the property as a residence and shall be conducted only by the residents of such dwelling within the same dwelling or in an accessory building on the same property.

2. Structural alterations shall be allowed to accommodate the home occupation when required by law or only after the plans for such alterations have been reviewed and approved by the planning director or planning commission. Such structural alterations shall not detract from the outward appearance of the building or change the appearance of the building from a dwelling or otherwise permitted accessory building.

3. One non-illuminated sign not to exceed six square feet and bearing only the name and occupation of the resident shall be permitted.

4. No materials or mechanical equipment shall be allowed which are detrimental to residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television reception or other factors.

5. All parking of allowed delivery vehicles or customer vehicles shall be in a manner and frequency as to cause no disturbance or inconvenience to nearby residents. The proposed home occupation should allow for on-site parking.

6. No more than five full-time or part-time persons may be employed.

7. Shall not unreasonably interfere with residential uses permitted in the zone in which the property is located.

8. The home occupation shall be limited to 30 percent of the dwelling or 400 square feet, whichever is less.

9. For any use permitted by this section on a lot adjacent to or across the street from a residential use or lot in a residential zone, there shall not be any odor, dust, fumes, glare, flashing lights, noise, or other similar types of possible nuisances which are perceptible (without instruments) more than 200 feet in the direction of the affected residential use or lot in a residential zone.

10. Shall comply with any additional condition of approval established by the approval authority under CCC 18.160.030.

I AGREE TO MEET THE STANDARDS GOVERNING THE LAWS FOR "CONDITIONAL USE – HOME OCCUPATION" AS OUTLINED IN THE STATE OF OREGON'S OAR, ORS, CROOK COUNTY CODE, AND CROOK COUNTY – PRINEVILLE COMPREHENSIVE PLAN. I AGREE THAT ALL THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

PROPERTY OWNER SIGNATURE:

DATE

PRINT OWNER NAME CLEARLY:

AGENT/REPRESENTATIVE SIGNATURE:

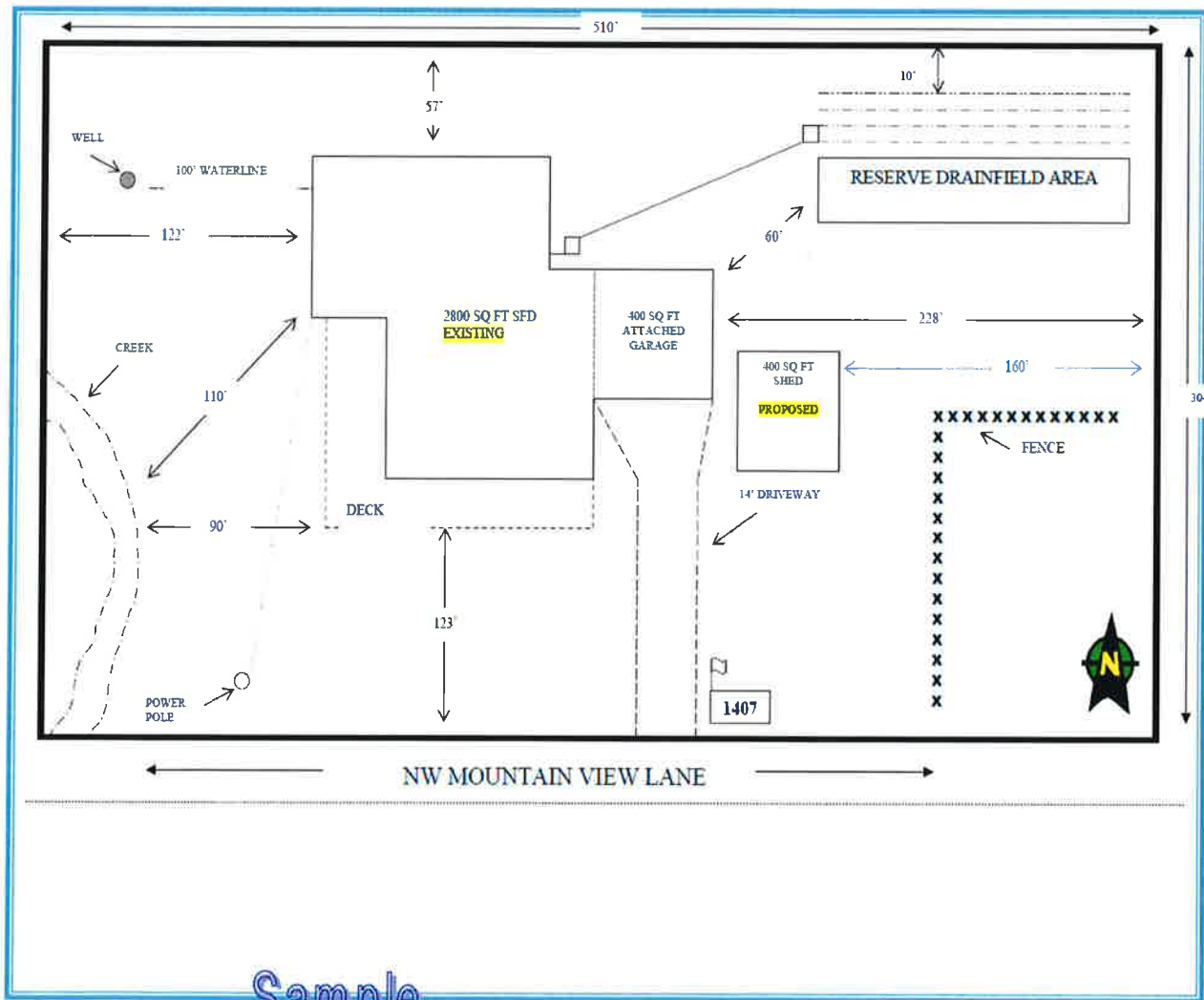
DATE

PRINT AGENT/REP NAME CLEARLY:

PLOT PLAN REQUIREMENTS

“PLOT PLAN” MUST BE DRAWN ON AT LEAST 8 ½ X 11 PAPER, BUT NO LARGER THAN 8 ½ X 14. A PARCEL THAT IS 2 ACRES OR LESS IN SIZE MUST BE DRAWN TO SCALE, AND ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN. A PARCEL THAT IS MORE THAN TWO ACRES IN SIZE DOES NOT HAVE TO BE DRAWN TO SCALE, HOWEVER, ALL DIMENSIONS AND BOUNDARIES MUST BE SHOWN AND ALL INFORMATION MUST BE ACCURATE. THE DETAILED “PLOT PLAN/SITE PLAN” MUST INCLUDE THE FOLLOWING:

- NORTH ARROW.
- DIMENSIONS AND BOUNDARIES OF THE PROPERTY.
- LOCATION & WIDTH OF ALL EASEMENTS OR RIGHT-OF WAYS.
- IF THE PARCEL OR LOT HAS IRRIGATION WATER RIGHT, INDICATE THE AREA OF THE WATER RIGHT WITH THE NUMBER OF IRRIGATED ACRES. IN ADDITION, SUBMIT A COPY OF A WATER RIGHT MAP FROM THE DISTRICT.
- NAMES AND LOCATIONS OF ALL ROADS ADJACENT TO THE PROPERTY.
- LOCATION OF WELL OR WATER SOURCE ON YOUR PROPERTY. IN ADDITION, INDICATE THE DISTANCE FROM WATER SOURCE TO NEAREST POINT OF SEPTIC SYSTEM DRAIN FIELD AND / OR REPLACEMENT DRAIN FIELD AREA.
- LOCATION OF DRIVEWAYS OR OTHER ROADS ON THE PROPERTY, EXISTING AND PROPOSED.
- DISTANCE (SETBACKS) FROM ALL STRUCTURES TO ALL PROPERTY LINES.
- LOCATION OF ALL MAJOR FEATURES (CANALS, IRRIGATION DITCHES, RIMROCK, ROCK LEDGES, ETC)
- INDICATE LOCATION OF ALL “**EXISTING**” AND “**PROPOSED**” STRUCTURES: DWELLINGS, GARAGE, SHOPS, LEAN-TO, BARN, ETC. INDICATE ON THE PLOT PLAN IF EXISTING OR PROPOSED WITH DIMENSION SIZE.

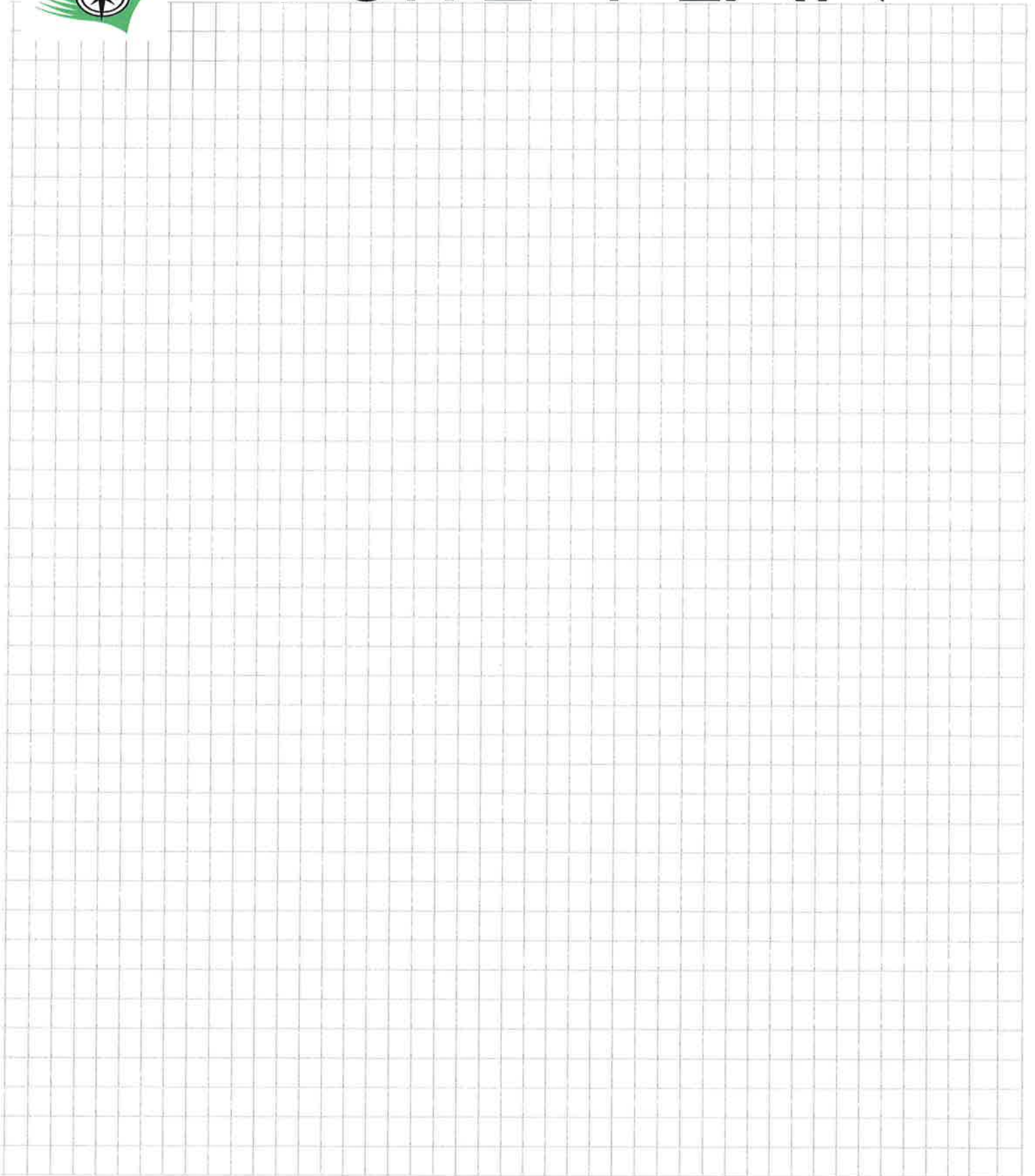


Sample

- NOT TO SCALE -



SITE PLAN



IMPORTANT INFORMATION

STEP 1: SEPTIC ~

THE FOLLOWING QUESTIONS ARE TO ASSESS YOUR POTENTIAL ADDITIONAL WASTE WATER USE AND STRENGTH OF WASTE WATER ENTERING YOUR ON-SITE SEPTIC SYSTEM.

- 5.) WILL THE PROPOSED "HOME OCCUPATION" INCREASE THE VOLUME TO THE SEPTIC SYSTEM? YES ___ NO ___
- 6.) WILL THE PROPOSED "HOME OCCUPATION" CHANGE THE WASTE STRENGTH? YES ___ NO ___
- 7.) HOW MUCH WATER WILL BE USED IN A 24 HOUR DAY RELATED TO THE "HOME OCCUPATION" PROPOSAL?
___ GALLONS
- 8.) WILL THERE BE ANY FOOD PREPARATION WITH THE PROPOSED "HOME OCCUPATION?" YES ___ NO ___
(IF YES, A "DOMESTIC KITCHEN ON-SITE SEPTIC USAGE QUESTIONNAIRE FORM IS REQUIRED TO BE COMPLETED.)

STEP 2: HOME OCCUPATION ROAD ACCESS ~ IF THE PROPOSED ACCESS IS FROM AN STATE MAINTAINED ROADWAY, CONTACT ODOT. YOU'LL NEED A COPY OF AN APPROVED ODOT ACCESS. **IF THE PROPOSED ACCESS IS A CROOK COUNTY MAINTAINED ROAD OR PUBLIC ROAD, YOU CAN SUBMIT THE ROAD APPROACH PERMIT APPLICATION THE SAME TIME YOU SUBMIT YOUR "CONDITIONAL ASE- HOME OCCUPATION" APPLICATION.**

STEP 3: PLANNING APPROVAL ~ ONCE YOU'VE COMPILED ALL THE NECESSARY INFORMATION REQUIRED FOR THIS APPLICATION, YOU CAN SUBMIT IT FOR PROCESSING. PLEASE ALLOW A MINIMUM OF 2-4 WEEKS FOR PROCESSING. ONCE APPROVED, PENDING ANY APPEAL, YOU CAN THEN APPLY FOR YOUR BUILDING PERMIT.

STEP 4: SEPTIC CONSTRUCTION PERMIT ~ THE SEPTIC CONSTRUCTION PERMIT MUST BE PURCHASED BEFORE THE BUILDING PERMITS CAN BE ISSUED AND THE SEPTIC SYSTEM MUST BE INSTALLED AND APPROVED BEFORE THE FINAL INSPECTION CAN BE APPROVED.

STEP 4: BUILDING PERMIT ~ YOU'RE NOW READY TO SUBMIT FOR YOUR BUILDING PERMIT APPLICATION. THIS WILL INCLUDE TWO SETS OF CONSTRUCTION/BUILDING PLANS, TWO COPIES OF YOUR APPROVED SITE / PLOT PLAN, AND A COMPLETED & SIGNED OFFICIAL BUILDING PERMIT APPLICATION. PLEASE TURN IN APPLICATIONS FOR ELECTRICAL, MECHANICAL AND/OR PLUMBING PERMITS WITH YOUR BUILDING PLANS IF YOU WANT THEM INCLUDED IN THE STRUCTURAL PERMIT AT THE TIME YOU PICK IT UP.

For Specific Zone Requirements:

<http://www.codepublishing.com/OR/CrookCounty/-!/CrookCounty18/CrookCounty18.html>

For Conditional Use Requirements:

<http://www.codepublishing.com/OR/CrookCounty/-!/CrookCounty18/CrookCounty18160.html#18.160>