



**CITY OF LAFAYETTE**

Community Development Department  
Planning Division  
486 Third Street, PO Box 55  
Lafayette, OR. 97127  
Tel: (503) 864-2451  
Fax: (503) 864-4501  
[www.ci.lafayette.or.us](http://www.ci.lafayette.or.us)

**OFFICE USE ONLY**

**FILE #:** \_\_\_\_\_  
**FILE NAME:** \_\_\_\_\_  
\_\_\_\_\_  
**TYPE:** \_\_\_\_\_ **RECEIVED BY:** \_\_\_\_\_  
**FEE:**   NON REFUNDABLE                                 \$50.00  
          REIMBURSEMENT DEPOSIT                         \$0.00  
          TOTAL FEE   **\$50.00**  
**FEE PAID:** \_\_\_\_\_ **CHECK/CASH:** \_\_\_\_\_  
**LAND USE DESIG:** \_\_\_\_\_  
**APPLICATION ACCEPTED AS COMPLETE** \_\_\_\_\_

**DEVELOPMENT APPLICATION- HOME OCCUPATION**

IF THE CITY OF LAFAYETTE INCURES EXPENSES THAT EXCEED THE AMOUNT OF THE INITIAL REIMBURSEMENT FEE, THE APPLICANT SHALL BE RESPONSIBLE FOR PAYMENT OF THE ADDITIONAL COST, PER RESOLUTION 99-1. BY SIGNING BELOW YOU AGREE TO THESE TERMS. ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT A LETTER OF CONSENT AUTHORIZING ANOTHER INDIVIDUAL TO MAKE THE APPLICATION. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE REVIEW PROCESS.

**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:** \_\_\_\_\_

*(Original Signature Require)*

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**HOME OCCUPATION**

**PROPERTY INFORMATION (REQUIRED)**

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

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_

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

**EXISTING USE OF SITE:** \_\_\_\_\_

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

**PROPOSED DEVELOPMENT ACTION: (Two copies of a detailed written description of the proposed home occupation must be submitted.)**

**REVIEW CRITERIA**

**Section 2.306.01, of the Lafayette Zoning and Development Ordinance establishes findings that must be addressed before granting approval of a Home Occupation. THE APPLICANT MUST PROVIDE A WRITTEN RESPONSE TO THE FOLLOWING:**

- A. Participation:** No person shall be employed other than a member of the family residing on the premises
- B. Character:** The character and primary use function of the residence and premises shall not be changed by the use of colors, materials design, construction, lighting, landscaping or lack of landscaping.
- C. Traffic:** A home occupation located on a local street, or privately maintained road serving three or more residences, shall not generate more than twenty (20) vehicle trips in one day. A "trip" is a vehicle traveling in one direction to or from a source. Twenty (20) trips is equivalent to ten (10) round trips.
- D. Noise:** A home occupation shall not create noise of a type, duration or intensity which, measured at the property line, exceeds 60 DBA between the hours of 7:00 a.m. and 6:00 p.m. No noise shall be created by the home occupation between the hours of 6:00 p.m. and 7:00 a.m. that is detectable to normal sensory perception, off the premises of the home occupation.
- E. Equipment and Process Restrictions:** No home occupation conducted within a single-family detached residence or an accessory structure shall create vibration, glare, fumes, odors, or electrical interference detectable to the normal sensory perception, off the property. No home occupation conducted in a residence other than a single family detached residence shall create vibration, glare, fumes, odors, or electrical interference detectable to normal sensory perception outside the dwelling unit. In the case of electrical interference, nothing shall be used which creates visual or auditory interference in any radio or television off the premises.
- F. Hazards:** No equipment, process or material shall be used which will change the fire rating or structure separation, fire wall, or ventilation requirements for the structure in which the home occupation is located. No hazardous materials shall be used or stored on the property on which a home occupation

located in quantities not typical of those customarily used in conjunction with activities or primary uses allowed in the zoning district.

**G. Signs:** Signing shall be as provided in Section 2.206.

**H. On-Premise Client Contact:** Customer and client contact shall be primarily by telephone or mail, and not on the premises of the home occupation, except those home occupations, such as tutoring, counseling or personal services, which cannot be conducted except by personal contact. Services or sales conducted on the premises shall be by appointment only, and shall not be oriented toward, or attract, off-the-street customer or client traffic.

**I. Prohibited businesses:** The repair or maintenance of vehicles shall be prohibited. This prohibition includes the repair and/or maintenance of automobiles, trucks, recreational vehicles, trailers, motorcycles, farm equipment, boats, and, lawn mowers and other small engine equipment.

**J. Deliveries and Large Vehicle Storage:** Delivery of materials to and from the premises shall not involve the use of vehicles over two (2) ton capacity, except parcel post or private parcel delivery trucks. Vehicles over one (1) ton capacity and used in conjunction with a home occupation shall be stored within an enclosed structure on the property. Regardless of capacity, storage of vehicles within the public right-of-way shall be prohibited.

**K. Parking:** Parking spaces needed for the conduct of a home occupation shall be provided off the street, in defined areas which are appropriately designed and surfaced for that purpose, and not located within the side or rear yard setbacks of the district. No more than two (2) home occupation-related vehicles shall be located on the property at one time. If access to the property is from an arterial or collector street, adequate maneuvering room shall be provided on-site to allow vehicles to leave the property front-end first.

**L. Storage and Use of Yard Areas:** Storage of tools, equipment and materials, and display of merchandise and all other activities associated with a home occupation, except as provided above for parking, shall be contained and conducted wholly within covered and enclosed structures and shall not be visible from the exterior of the containing structure(s). Home occupations which involve the care of children by a baby sitter, as defined in Section 1.200, may use yard areas for playground equipment.

**M. Day care facilities with 12 or fewer children shall not be subject to the provisions in this Section.**

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## APPLICATION REQUIREMENTS

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- A. Completed and signed application form.**
- B. Two copies of a detailed written description of the proposed home occupation.**
- C. Written response to the review criteria above.**
- D. Names and addresses of all property owners within 100 feet of the boundaries of the property.**  
**\*\*A title company or the Yamhill County Assessor must provide this list.**
- E. Copy of the latest deed, sales contract, or title report indicating property ownership.**