

City of St. Helens

265 Strand Street
St. Helens, Oregon
97051

If you are proposing a **Home Occupation** within the City of St. Helens, please submit this form with the General Land Use application. This is required for a complete application.

Per St. Helens Municipal Code Section 17.120.070, the following is required for Home Occupation applications:

- (1) **One copy of the applicant's statement or narrative which explains how the proposal conforms to the approval criteria in SHMC 17.120.040.**

The criteria for 17.120.040 are listed below. Please respond to the criteria below and sign this form. Use additional pages if necessary.

- (2) **The required fee.**
(3) **A site plan of the property drawn to scale with a north arrow indicated. The site plan shall show all major features of the property including buildings, major vegetation, access for public streets, sidewalks, any proposed exterior storage related to the home occupation per SHMC 17.120.040(13), etc.**

The City may not require a site plan if the home occupation is going to be within the existing dwelling with no exterior modifications or use. Please discuss this with the Planning Department staff about what will be required.

- (4) **One floor plan of all structures on the property which are to be used for the home occupation(s).**
(5) **One title transfer instrument.**

This is to provide proof of ownership. Usually, City staff can confirm ownership using electronic data. However, in circumstances where staff cannot verify ownership, a title transfer instrument may be necessary.

- (6) **Property owner's signature(s) or written authorization.**

There is a place for the property owner to sign on the General Land Use application to meet this requirement.

As the applicant, you have the burden of proof to demonstrate how or why your home occupation will comply with City law. **Please respond to the following criteria per St. Helens Municipal Code Section 17.120.040:**

1. Home occupations may be undertaken only by the principal occupant(s) of a residential property.

Response: _____

2. There shall be no more than three deliveries per week to the residence by suppliers.

Response: _____

3. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation. Home occupations shall observe the provisions of Chapter 17.52 SHMC, Environmental Performance Standards.

Response: _____

4. The home occupation shall be operated entirely within the dwelling unit and any conforming accessory structure. The total area which may be used in the accessory building for either material product storage and/or the business activity shall not exceed 600 square feet. Otherwise, the home occupation and associated storage of materials and products shall not occupy more than 25 percent of the combined residence and accessory structure gross floor area. The indoor storage of materials or products shall not exceed the limitations imposed by the provisions of the building, fire, health, and housing codes.

Will the dwelling unit be used?

☐-Y ☐-N → If YES, please provide area information below:

Total size (gross floor area) of dwelling: _____ square feet

Total business area use of dwelling: _____ square feet

Will a detached accessory structure be used?

☐-Y ☐-N → If YES, please provide area information below:

Total size (gross floor area) of detached accessory structure: _____ square feet

Total business area use of detached accessory structure: _____ square feet

Additional Response (if any): _____

5. A home occupation shall not make necessary a change in the applicable building code (as administered by the building official) use classification of a dwelling unit. Any accessory building that is used must meet the applicable building code requirements and be in conformance with Chapter 17.124 SHMC.

Response: _____

6. More than one business activity constituting two or more home occupations shall be allowed on one property only if the combined floor space of the business activities does not exceed 25 percent of the combined gross floor area of the residence and accessory structure. Each home occupation shall apply for a separate home occupation permit, if required as per this chapter, and each shall also have separate business licenses.

Response: _____

7. There shall be no storage and/or distribution of toxic or flammable materials, nor spray-painting or spray-finishing operations that involve toxic or flammable materials which in the judgment of the fire marshal pose a dangerous risk to the residence, its occupants, and/or surrounding properties. Those individuals which are engaged in home occupations shall make available to the fire marshal for review the Material Safety Data Sheets which pertain to all potentially toxic and/or flammable materials associated with the use.

Response: _____

8. No home occupation shall require any on- or off-street parking other than that normally required for a residence.

Response: _____

9. There shall be no exterior storage of vehicles of any kind used for the business except that one commercially licensed vehicle of not longer than 25 feet or taller than 12 feet may be parked outside of a structure or screened area.

Response: _____

10. No more than one nonilluminated sign, not exceeding one and one-half square feet, which shall be attached to the residence or accessory structure or placed in a window shall be allowed.

Response: _____

11. No more than one outside volunteer or employee who is not a principal resident of the premises shall be allowed.

Response: _____

12. No more than six daily customers or clients. Customers and clients shall not visit the business between the hours of 10:00 p.m. and 8:00 a.m. and shall not generate excessive traffic or monopolize on-street parking.

Response: _____

13. Any exterior storage of materials, goods, and equipment shall be screened entirely from view by a solid fence. Storage shall not exceed five percent of the total lot area and shall not occur within the front yard or the required side yard setback. If not proposed, exterior storage shall not be allowed. A new home occupation permit would be required.

Response: _____

14. Home occupation shall be listed as a permitted use in the applicable zoning district and the dwelling unit shall be legally established.

Response: _____

Please also note the prohibited Home Occupations per St. Helens Municipal Code Section 17.120.050:

- (1) Auto body repair and painting;
- (2) Ongoing mechanical repair conducted outside of an entirely enclosed building;
- (3) Junk and salvage operations; and
- (4) Storage and/or sale of fireworks

Response: _____

Applicant Signature: _____ **Date:** _____