## TYPE II LAND USE APPLICATION

**Home Occupation: EFU Zone**

**PUBLIC WORKS DEPARTMENT**

**3050 N. DELTA HWY, EUGENE OR 97408**

**Planning: 541-682-3577**

<table>
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<th>FILE #</th>
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### For Office Use Only

**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: 

Land Owner Signature: 

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 (Planning Director) review of a Home Occupation in the Exclusive Farm Use Zone, pursuant to Lane Code 16.212(3)-3.7.

Version 06/2020
REQUIRED SUBMITTALS  
(Also reference the Application Standards handout)


(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 16.212(3) contains the Exclusive Farm Use (EFU) Zone Table of Permitted Uses. Use 3.5, a home occupation, is subject to (4)(f) and (5).
Describe the business. What will you be doing?
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Will it involve any manufacturing? Yes No
If yes, describe the process:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
What will be the hours of operation? ______________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Lane Code 16.212(4)
(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: ________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
(ii) Employ on the site no more than five full-time or part-time persons at any given times;
How many employees are anticipated? ____________________________________________________________
Explain: _____________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
(iii) Be operated substantially in the dwelling, or other buildings normally associated with uses permitted in the EFU zone;
What type of structure will the Home Occupation be operated within? _________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
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:
(iv) Not unreasonably interfere with uses permitted by LC 16.212;

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?

____________________________________________________________________________________________

____________________________________________________________________________________________

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?

____________________________________________________________________________________________

____________________________________________________________________________________________

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?

____________________________________________________________________________________________

____________________________________________________________________________________________

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

____________________________________________________________________________________________

____________________________________________________________________________________________

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

____________________________________________________________________________________________

____________________________________________________________________________________________

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

____________________________________________________________________________________________

____________________________________________________________________________________________

(v) Comply with sanitation and building requirements prior to start of Home Occupation; and
A building or sanitation permit may be required.

(vi) Shall 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.

(5) Conditional Use Review Criteria

An applicant for a Conditional Use permitted in Table 16.212-1 of this Chapter must demonstrate compliance with the following criteria.

(a) The use will not force a significant change in accepted farm or forest practices on (a) surrounding lands devoted to farm or forest use; and

   Explain how the proposed Home Occupation will comply with the above criterion.

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

(b) The use will not significantly increase the cost of accepted farm or forest (b) practices on surrounding lands devoted to farm or forest use.

   Explain how the proposed Home Occupation will comply with the above criterion.

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________