

City of Dallas Development Code

Home Occupation Business Applications in the City of Dallas are administered and reviewed according to Chapter 1.3 *Land Use Decision-Making Procedures* of the City of Dallas Development Code as a Type II limited land use decision.

Type II limited land use decisions require public notice because some policy discretion is involved. Examples include development review, subjective and discretionary code interpretations, minor adjustments, and similar matters. (Chapter 1.3.10 Dallas City Code)

Development review and similar administrative decisions require limited judgement in the review of land development requests. The initial Type II decision shall be made within 60 days following receipt of a complete application. (Chapter 1.3.50 Dallas City Code)

The complete City of Dallas Development Code is available to the public at the Community Development Office located at Dallas City Hall, 187 S E Court Street, Dallas, Oregon 97338.



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Dallas, Oregon 97338
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Rev. 4/22/2004

CITY OF DALLAS

**COMMUNITY
DEVELOPMENT
DEPARTMENT**

HOME OCCUPATION APPLICATION PROCESS



What is a Home Occupation?

A home occupation business is a secondary use of a residence for a business activity carried on for profit.

Why does the City regulate home occupations?

The City regulates home occupations to establish standards and requirements for the conduct of home businesses in order to protect the residential quality, peace, health, safety and general welfare of the properties and neighborhoods which surround residences with home occupations.

The Application Process

Step 1 - Application Filing

The applicant prepares, signs and submits an application and other supplemental information to the Community Development Department.

Step 2 - Review

The appropriate city staff responsible for processing land use issues review the request.

Step 3 - Notification

The neighboring property owners are notified of the request for a home occupation and allowed ten days for the opportunity to comment.

Step 4 - Notice of Decision

A written notice of the decision of the

development official will be provided to the applicant and any person who submits comments. If approved, the decision becomes final within 10 days, unless appealed to the Planning Commission by filing a written statement of appeal. The Planning Commission decision can be appealed to the City Council as provided by Dallas City Code.

The following information must be included with your application.

- 1) Application Fee: \$100.00
A Home Occupation Application is a Type II limited land use procedure as defined by the City of Dallas Development Code. The non-refundable, one-time fee of \$100 is the minimum fee assessment for a Type II procedure review.
- 2) If your home occupied business is located outside your primary residence structure, in an accessory structure or out of doors; include a site plan, drawn to scale with dimensions, showing the placement of structures on the property and their distance to the abutting properties.
- 3) Answers to the questions on the application form.

For your Information:

In order for your application to be processed, the completed application form, all required information, and fee must be submitted to the Community Development Department.

Other information may be requested to assist the staff in understanding the nature and potential impacts of the proposed business use and its relationship to the surrounding properties.

In granting a home occupation, the approval authority may attach conditions necessary to protect the best interests of the surrounding property or neighborhood and to otherwise achieve the purposes of the code.

No home occupation will be granted if the proposed occupation is considered a conditional use in the underlying residential zone.

The time to process and review an application may vary depending on the complexity and magnitude of the proposal, but applications are generally processed within 2-4 weeks.



**CITY OF DALLAS
COMMUNITY DEVELOPMENT DEPARTMENT
187 SE Court Street • Dallas, OR 97338 • (503) 831-3571**

HOME OCCUPATION APPLICATION

FEE: \$100.00

Name _____ Date _____

Address _____ Phone _____

Briefly explain the proposed Home Occupation: _____

Size of area to be used for the Home Occupation: _____

- Within the dwelling Within an accessory building
 Within an attached garage Within a detached garage

List any materials that will be used for the Home Occupation:

Number of residents of the dwelling that will be involved in the business: _____

Number of non-residents that will be involved in the business: _____

Will there be pick up and delivery of products: Yes No

Estimate the number of business related vehicle stops per day: _____

Describe any changes this Home Occupation may make to the neighborhood: _____

I have reviewed Dallas Development Code Article II 2.2.50 (15) and I am aware of the conditions by which I must abide.

Applicant Signature : _____ Date _____

Property Owner Approval : _____ Date _____

FOR OFFICE USE

This Home Occupation is hereby approved as long as the applicant abides by the requirements of Dallas Development Code Article II 2.2.50 (15), and any other conditions listed in the letter of approval.

Approved:

Community Development Director

Date