

**APPLICATION FOR
HOME OCCUPATION PERMIT**

Waitsburg Planning Commission
P.O. Box 35, Waitsburg, WA 99361 (509) 337-6371 Fax (509) 337-8089

Applicant: _____

Mailing Address: _____

Telephone: _____

Name and address of property owner, if different than applicant:

Assessor's tax parcel number of property: _____

Address or general location of property: _____

Flood Zone, if applicable: _____ Land Use Zone: _____

Present use of property: _____

Detailed description of the type of proposed home occupation. Describe in detail what will be involved: _____

Describe how the home occupation will be in harmony with the surrounding area:

Where in the house will the home occupation be located: _____

(i.e. basement, attached garage, etc.)

Total square footage of the house: _____ sq. ft.

What is the square footage of the area to be used for the home occupation?
_____ sq. ft.

Will any materials or equipment for the home occupation be stored outside the home?

Do you expect that the home occupation will be expanded in the future? _____

How many family members will be employed by the home occupation? _____

How many non-family members will be employed? _____

Hours of operation: _____

How many vehicle trips will be generated? _____

(i.e. one UPS truck per week, seven cars per day, etc.)

Identify any machinery or special equipment that will be used: _____

Describe the type, duration and amount of any impacts (noise, dust, glare, smoke, vibration, etc.) that will be created: _____

Describe the measures that will be taken to reduce or eliminate these impacts: _____

Identify any waste materials, debris, liquids or solvents and how they will be handled, stored, and/or disposed: _____

The following must be submitted with this completed application from in order for the application to be accepted:

- Application fee in the amount of \$100.00. Checks should be made payable to the City of Waitsburg.
 - A legal description of the property.
-

- ❑ A site plan which includes the dimensions of the property, all existing and proposed buildings, including the area within the home where the proposed business will take place, adjoining roads and easements, parking areas, fencing and any other information that will illustrate your proposal.
- ❑ Signature of Applicant: _____
- ❑ Signature of Property Owner: _____

HOME OCCUPATION PERMIT

DEFINITION: An occupation carried on entirely within a residence, which is clearly incidental and subordinate to the use of the residence as a dwelling, does not change the residential character of the premises, and is conducted in such a manner as to not infringe upon the right of neighboring residents to enjoy a peaceful occupancy of their homes for which the residential zoning was created and primarily intended (WMC 10.1B.020.310).

REGULATIONS (WMC 10.1J.020):

1. No more than 25 percent of the floor space of a dwelling in which it is located up to a maximum of 400 square feet. A home occupation shall not occupy more than 400 square feet of an accessory structure, and a home occupation shall not occupy more than 400 feet total.
2. No materials or mechanical equipment shall be used that will be detrimental to the residential use of the residence or adjoining residences because of the vibration, dust, smoke, odor, interference with radio or television reception or other factors. No hazardous or highly flammable material is allowed and no equipment that is not normally used in residential areas shall be used.
3. No signs shall be maintained on any part of the premises on which a home occupation is conducted except that one flat sign, flush against the dwelling, not exceeding two square feet in size and no side of which sign exceeds two linear feet, stating the name of the occupant and the type of home occupation, may be maintained on dwelling used for a home occupation. Such sign shall be unlighted. There shall be no window display in a dwelling in which a home occupation is carried on and there shall be no display of a sample commodity outside such dwelling.
4. The parking of customers' vehicles shall not be allowed in such a manner or frequency as to cause a disturbance to nearby residents or as to necessitate off-street parking.
5. No more than one person other than residents of the dwelling unit may be employed in the home occupation.

6. Traffic generated by the home occupation shall not exceed two commercial vehicles per week.
 7. No equipment or material may be stored, altered or repaired on any exterior portion of the premises.
 8. Home occupations shall comply with all other city, state, or federal regulations pertinent to the activity pursued.
 9. The home occupation shall be incidental and subordinate to the principal use of the structure as a dwelling.
 10. Businesses for which the primary activity is the retail sales of goods shall not be permitted as a home occupation.
-

FOR OFFICIAL USE ONLY:

Date received:
Received by:
Notice of Completeness due date:
(If incomplete, date notified and information requested):
Date returned, if resubmitted:
Date Notice of Completeness issued:
Date Notice of Preliminary Approval issued:
Comment period dates:
Date Notice of Decision issued:
Date appeal period ends:
Appeal information: