



# Klamath County Planning Department

Klamath County Government Center - 305 Main Street, Klamath Falls, Oregon 97601  
Phone 1-541-883-512 option 4 ~ Fax 1-541-885-3644

## Home Occupation CUP Application

### **Submittal Requirements (Please include the following with the application and the application fee.)**

- \_\_\_\_\_ 1. Land Use Application Form
- \_\_\_\_\_ 2. Written Statement of Proposal indicating what you are proposing with this application.
- \_\_\_\_\_ 3. Burden of Proof
- \_\_\_\_\_ 4. Proof of Ownership (current deed)
- \_\_\_\_\_ 5. Power of Attorney or Agent for Owner Authorization Form  
(if someone other than the property owner is signing the application form)
- \_\_\_\_\_ 6. Proof of Lawful Creation  
(copy of all deeds for the property from April 23, 1979 through current deed,  
or land partition number, or legal subdivision lot number if applicable)
- \_\_\_\_\_ 7. Proof of Legal Access to the property from a Public Road  
(if the property is not on a public road, provide all recorded easements)
- \_\_\_\_\_ 8. Site Plan including the following:
  - \_\_\_\_\_ a. Street address *and/or* assessor's map & tax lot number of subject property.
  - \_\_\_\_\_ b. Dimensions of property, scale and north arrow.
  - \_\_\_\_\_ c. Location, name, width and surface type of adjacent streets.
  - \_\_\_\_\_ d. Location, dimensions and surface type of existing or proposed driveways or parking areas; indicate vehicular circulation pattern.
  - \_\_\_\_\_ e. Location, dimensions (including height), and use or occupancy of all existing and proposed structures on the property, including accessory structures, decks, balconies and other structural elements.
  - \_\_\_\_\_ f. Distance from property lines to existing and proposed structures, septic tanks, drain lines and wells (including adjacent property).
  - \_\_\_\_\_ g. Location of water and drainage features and the flow direction of any ponds, channels, creeks, swales or other drainage facilities affecting the proposed use.
  - \_\_\_\_\_ h. Location, type and dimensions of proposed on-site sewage disposal and water supply, if any.
  - \_\_\_\_\_ i. Location and descriptions of any topographic or developed features on the site.
  - \_\_\_\_\_ j. Location and dimensions of all easements.
  - \_\_\_\_\_ k. Signature of Property Owner or Authorized Agent
  - \_\_\_\_\_ l. Other appropriate information that may affect development of this property.



*Klamath County Planning Dept.* **Land Use Application Form**

**Conditional Use Permit – Home Occupation**

Filing Fee: \_\_\_\_\_

File No. \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_ Phone#1 \_\_\_\_\_

Address: \_\_\_\_\_ Phone #2 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Owner (if different than above)**

Name: \_\_\_\_\_ Phone#1 \_\_\_\_\_

Address: \_\_\_\_\_ Phone #2 \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Description**

Assessor's Map & Tax Lot Number:

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Street Address: \_\_\_\_\_

Acreage \_\_\_\_\_ Zoning \_\_\_\_\_

Current use(s) of the property \_\_\_\_\_

List all adjoining properties under the same ownership:

\_\_\_\_\_  
\_\_\_\_\_

**Signatures**

I hereby certify that I am the legal owner(s), or authorized agent for the owner(s), of the above noted property; that the information contained herein is accurate to the best of my knowledge; and that the requested land use permit will not violate any deed restrictions attached to the property.

\_\_\_\_\_  
Owner/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Owner/Authorized Agent \_\_\_\_\_ Date \_\_\_\_\_

**If an Agent is acting on behalf of the Legal Property Owner, a notarized  
*AGENT FOR OWNER AUTHORIZATION FORM* must be submitted with this application.**

## BURDEN OF PROOF STATEMENT

In order to be granted approval, it is the applicant's responsibility to demonstrate that the following criteria have been met. Please answer the following questions to demonstrate that you meet the criteria.

### **Article 85.020 – Permitted Use**

A. Will the business will be conducted solely by a resident of the property on which the business is located? No other employees are permitted.

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B. Will the home occupation be conducted primarily within a dwelling or accessory building?

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C. Will there be no outdoor storage of materials or goods?

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D. Explain that all machinery, tools, or equipment used are typically associated with residential use and will not have an adverse or harmful effect (i.e. noise, odor or fumes) to the established land use of the area.

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E. Explain that the occupation will not require internal or external alterations of the dwelling or accessory building.

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F. Indicate that the use will utilize a sign or nameplate not greater than 3 square feet in area.

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Please address the following questions as well.

### **Article 85.030 – Conditional Use**

A. Indicate that the business will be conducted principally by a resident of the property on which the business is located and will employ no more than 2 additional full- or part-time employees.

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B. Indicate that the home occupation is conducted primarily within a dwelling or accessory building.

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C. Indicate that the business is not the primary use of the property.

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D. Indicate that the home occupation will not occupy more than 25 percent of the total floor area of all structures located on the same property as the home occupation.

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E. Indicate that the use will not require internal or external alterations, modifications, or construction features that change the principle character of the use or structure involved.

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F. Show on the site plan that one (1) off-street parking space will be provided for each employee and one (1) off-street parking space is provided for each 300 square feet of gross floor area of the use.

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G. Indicate that the use will utilize a sign not greater than 6 square feet in area.

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H. Indicate on the site plan and in writing that outdoor storage of materials shall be screened from view of the street and adjacent property by a sight obscuring fence or hedge.

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