

**CITY OF MADRAS  
COMMUNITY DEVELOPMENT DEPARTMENT**

**HOME OCCUPATION  
APPLICATION**

(To be accompanied by a Plot Plan Map,  
and Letter of Authorization, if applicable.)

OFFICE USE ONLY	
FILE # _____	FEE \$ _____
RECEIPT # _____	RECEIVED By _____
ZONING _____	DATE RECEIVED _____

Legal Description of the Subject Property:  
Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot \_\_\_\_\_

Property address: \_\_\_\_\_

**I have examined all statements and information contained herein, and all attached exhibits, and to the best of my knowledge and belief, they are true and correct. I authorize the City of Madras staff, Hearing's Officers and Planning Commissioners to enter property for inspection of the site in conjunction with this land use application.**

**APPLICANT:**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROPERTY OWNER (if different from Applicant)**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

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DEFINITION OF HOME OCCUPATION  
\*\*\*\*\*

A home occupation is a lawful occupation carried on by a resident of a dwelling as an accessory use within the same dwelling, provided: (a) there is no person employed other than the resident of the dwelling, and (b) the occupation is carried on in such a manner as not to impart the outward appearance of a business in an ordinary meaning of the term, or cause or lead to unreasonable increase of the flow of traffic in the neighborhood or production of noise or other forms of environmental pollution.

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REQUIRED INFORMATION  
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1. Describe in detail the type of business proposed and who will be operating the home occupation.  
\_\_\_\_\_  
\_\_\_\_\_
2. Days of the week the Home Occupation will operate \_\_\_\_\_
3. Hours of the day, the Home Occupation will operate \_\_\_\_\_  
Projected number of customers: Per Day \_\_\_\_\_ Per Week \_\_\_\_\_  
Number of shipments/deliveries: Per Day \_\_\_\_\_ Per Week \_\_\_\_\_  
By what method will shipments/deliveries be arriving/sent: \_\_\_\_\_
4. Will any vehicles or equipment used in the business be parked on the property overnight or when not in use? \_\_\_\_\_ If yes, indicate the type and number of vehicles and/or equipment: \_\_\_\_\_  
\_\_\_\_\_
5. Will any vehicles or equipment used in the business be parked in the Street/\_\_\_\_\_
6. If a sign is proposed, a separate application must be submitted and shall comply with City of Madras Sign Ordinance. Will signage be installed on the property for the Home Occupation? \_\_\_\_\_  
If yes, how many and what are the dimensions of each sign? \_\_\_\_\_
7. How many parking spaces will be provided for customers of the Home Occupation? \_\_\_\_\_
8. Will the Home Occupation be operated in such a manner as not to impart the outward appearance of a business in an ordinary meaning of the term, or cause or lead to unreasonable increase of the flow of traffic in the neighborhood or production of noise or other forms of environmental pollution?  
  
Explain how your proposal will comply with this standard:  
\_\_\_\_\_  
\_\_\_\_\_
9. Will the home occupation will not interfere with existing uses on nearby land or with uses permitted in the zone in which the property is located? If yes, explain how \_\_\_\_\_  
\_\_\_\_\_

Describe the uses on the adjacent lands to the:

North: \_\_\_\_\_  
South: \_\_\_\_\_  
East: \_\_\_\_\_  
West: \_\_\_\_\_

10. The applicant must show that the location, size, design, and operating characteristics of the proposed home occupation will have minimal adverse impact on the livability, value, or appropriate development of abutting properties or the surrounding area.
11. The use must be operated in the lawfully established dwelling and in the zone in which the property is located. Construction of any structure that would not otherwise be allowed in the zone or that is inconsistent with the home occupation standards is not authorized.

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Return Application To:  
City of Madras  
Community Development Department  
125 SW 'E' Street  
Madras, Oregon 97741  
Phone: 541-475-3388  
Fax: 541-475-3959