

HOME OCCUPATION APPLICATION

CITY OF HUBBARD

FILE: _____
DATE: _____
FEE: _____
RECEIPT NO: _____

APPLICANT(S): _____ PHONE: _____

ADDRESS: _____

OWNER(S): _____ PHONE: _____

(If different from above)

ADDRESS: _____

MAP PAGE AND TAX LOT NO: _____ ZONE: _____

CURRENT USE/STRUCTURES: _____

SUBMITTAL REQUIREMENTS

Please provide a site map showing the following:

1. Dimensions of the property;
2. Location of all buildings and structures - either existing or proposed; and
3. Location of driveway access and offstreet parking areas.

EVALUATION CRITERIA

1. Please describe the nature of the proposed home occupation, including types of products or services, number of employees, number and type of vehicles used, hours of operation, and the size and location of any signage.

2. How many persons who reside at this address would be employed in the home occupation?

3. Will there be any structural or landscaping changes to the property associated with the home occupation?

_____ YES _____ NO

If YES, please describe: _____

4. Will any noise be produced by the home occupation?

_____ YES _____ NO

If YES, please describe: _____

5. What type(s) of traffic will the home occupation produce - clients, deliveries? Will traffic occur at certain times of the day or night?

NOTE: ALL OWNERS MUST SIGN THIS APPLICATION OR SUBMIT LETTERS OF CONSENT. INCOMPLETE OR MISSING INFORMATION MAY DELAY THE APPROVAL PROCESS.

Date Applicant

Date Applicant

Date Owner(s)

Date Owner(s)

For use by City staff.

_____ Approved

_____ Denied

_____ Referred to Planning Commission

If denied or referred to the Planning Commission, please state reason(s): _____

Name: _____

Title: _____

Signature: _____

Date: _____

EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 3/10/2006 (attachment to Resolution No. 398-2005)

Resolution No. 398-2005 requires a deposit for land use applications as required in section 3.206.03 in the Hubbard Development Code. Staff collects the deposit at the time of application.

Costs and time are paid out of the deposit. If it appears the costs exceed the initial deposit, the City Recorder / Planning Secretary may require an additional deposit for cost that may be incurred to complete the project. At the end of the project a final bill will be prepared and either request additional funds or issue a refund check.

The following are types of charges and amounts per hour. *The Contracted Service provider fees are subject to change, and may also include their hired staff time.*

City Planner \$72
(The City Planner prepares staff reports, final actions, makes presentations at Planning Commission and Council meetings.)

City Engineer \$70.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Planning Secretary \$52.00
(The Planning Secretary prepares applicants files, prepares comments for other departments, prepares public hearing notices, posts and mails notices, answers applicants questions and attends all meetings)

Public Works Director/Superintendent \$62.00
Utility Worker I \$33.00
Utility Worker II \$45.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$62.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$210.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page
Color 8 1/2 X 11 .35 per page
Long Distance Phone Calls 3.00 per call
Fax 2.00 per fax + .50 per page

I have read this information and understand that the land use fee is a deposit and the application may cost more or less.

Applicants Signature

Date