

**HOME OCCUPATION APPLICATION**

**CITY OF HUBBARD**

FILE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEE: \_\_\_\_\_  
RECEIPT NO: \_\_\_\_\_

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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: \_\_\_\_\_

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EXHIBIT A

LAND USE FEE SCHEDULE ACKNOWLEDGMENT

as of 2/11/2020 (attachment to Resolution No. 686-2020)

Resolution No. 685-2020 requires land use applications to reimburse the City for the actual costs associated with their applications. The City requires a deposit for land use application 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 Director of Administration/City Recorder may require an additional deposit for costs that may be incurred to complete the project. At the end of the project a final bill will be prepared, and the City will either request additional funds or issue a refund check.

The following are examples of the most common types of charges and amounts per hour that will be incurred for land use projects in the City. These rates are provided for example purposes only, and you will be charged the actual costs incurred by the City as required by Resolution 685-2020. These example rates will therefore be reviewed annually and updated as necessary. You may request a copy of the most recent example rates at any time by contacting the Director of Administration/City Recorder.

City Planner \$85.00
(The City Planner prepares staff reports, final actions, and makes presentations at Planning Commission and Council meetings.)

City Engineer \$165.00
(The City Engineer may be requested to investigate or review plans submitted by the applicant, and may make presentations at required meetings)

Director of Admin/Recorder \$90.00
Admin Assistant \$45.00
(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 \$84.00
Public Works Admin Manager \$68.00
Utility Worker II \$58.00
Utility Worker I \$37.00
Admin Assistant \$20.00
(The Public Works personnel reviews applications and comments regarding water, sewer, streets, backflow devices, and storm drain issues)

Police Chief \$83.00
(The Police Chief reviews plans and looks into safety concerns such as lighting and addressing issues)

City Attorney \$235.00
(Review of documents, negotiation of conflicts, litigation and enforcement issues)

Office Copies (Black & White 8 1/2 X 11) .25 per page
Color .35 per page
(Black & White 11X 17) .50 per page
Color .70 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