



**City of Monmouth  
Home Occupation  
Application**

*For official use only:*  
 Date: \_\_\_\_\_  
 Fee: \$ 250.00  
 Receipt No.: \_\_\_\_\_  
 Application No.: \_\_\_\_\_

**Applicant:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Mailing Address  
 \_\_\_\_\_  
 Phone #  
 \_\_\_\_\_  
 E-Mail  
 \_\_\_\_\_  
 City State Zip

**Title Holder:**

\_\_\_\_\_  
 Name  
 \_\_\_\_\_  
 Mailing Address  
 \_\_\_\_\_  
 E-Mail  
 \_\_\_\_\_  
 City State Zip

**Location:**

\_\_\_\_\_  
 Street Address  
 \_\_\_\_\_  
 Tax Lot Number  
 \_\_\_\_\_  
 Assessor Map

**Description:**

\_\_\_\_\_  
 Comprehensive Plan Map Designation  
 \_\_\_\_\_  
 Current Zoning  
 \_\_\_\_\_  
 Size (acres)

## **Application Procedure**

In accordance with Monmouth City Code (MCC) Section 18.10.010, Home Occupation applications are considered a ministerial (Type I) action. Written notice of the application is provided to all property owners within 250 feet of the property. The application will be reviewed by the City Planner and a determination by the City Planner will be made within 30 days of receipt of a complete application.

**Submittals:** To request an approval of a Home Occupation, submit a detailed description of the proposed home occupation and specifically how it addresses the home occupation standards from MCC 18.30.030 below. It is the sole responsibility of the applicant to provide adequate evidence upon which the City Planner can base a decision.

### **18.30.030 Home occupation standards.**

A home occupation may be any occupation or profession that can be carried on by a member of the family or person residing on the premises; provided, that all of the following conditions are met:

1. No sign is used other than a name plate not over two square feet in area. Any sign shall be a wall sign. Projecting, freestanding or other types of signs are not permitted.
2. There is no display that will indicate from the exterior that the building is being used for any purpose other than residential.
3. There is no outside storage of materials.
4. There are no outside nonresident employees paid or unpaid.
5. A home occupation may be conducted in an accessory building. No more than 500 square feet of floor area within any one or combination of accessory buildings shall be devoted to a home occupation.
6. No dwelling shall be modified to accommodate a home occupation in such a way as to alter the residential appearance of the dwelling or to render its appearance incompatible with the neighboring residential buildings.
7. No home occupation shall be used as an assembly point for employees or assistants to be dispersed or assigned to other locations.
8. There shall be no more than three commercial vehicle deliveries to or from the home occupation site daily. There shall be no commercial vehicle deliveries between the hours of 8:00 p.m. to 8:00 a.m.
9. There shall be no more than one client or customer's vehicle at any one time and no more than eight per day at the home occupation site.
10. One commercially licensed vehicle associated with the home occupation is allowed at the home occupation site daily. It shall be of a size that would not overhang into the public right-of-way when parked in the driveway or other location on the home occupation site.
11. The home occupation can be conducted in a safe and healthful manner and not create unusual fire or safety hazards, potential health problems or be in violation of any Federal, State or local law or ordinance.
12. The home occupation does not create any nuisance conditions as defined by the City's nuisance ordinance.

**I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED HEREIN, ALONG WITH THE EVIDENCE SUBMITTED, ARE IN ALL RESPECTS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

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Applicant's Signature

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Date

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Applicant's Signature

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Date

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Title Holder's Signature

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Date

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Title Holder's Signature

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Date

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

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For more information please contact:  
City of Monmouth Community Development Dept.  
151 Main St. W.  
Monmouth, OR 97361  
503-751-0147  
[www.ci.monmouth.or.us](http://www.ci.monmouth.or.us)