



LAND USE SUPPLEMENTAL FORM

Home Occupation ([CBDC 17.320](#))

Site Location/Address _____

[Assessor's Map No./Tax Lot\(s\)](#) _____

Submittal must include responses to all of the following (attach additional documents/information if necessary):

(1) **Will there be retail sales on the premises?** If yes, a Type II Land Use Review is required (CBDC 17.312.010(3)(a)).
 Yes No

(2) **What activities will be conducted on the premises?**

(3) **How many employees will be working on the premises?** One nonresidential employee or associate is allowed to work on the premises (CBDC 17.320.020(1)). If there is more than one nonresidential employee or associate working on the premises, a Type II Land Use Review is required (CBDC 17.312.010(3)(b)).

Number of onsite nonresident employees _____

(4) **What is the square footage of the existing building coverage of the property, and how many square feet of the building(s) will be used for the home occupation?** The use shall not occupy more than 30% of the existing building coverage (CBDC 17.320.020(2)).

Total Building Coverage on Property: _____

Total Square Feet of Building(s) Used for Home Occupation: _____

(5) **Are there any proposed changes to the structure(s) on the premises?** The proposed use shall not change the character or use of the residence and premises, including elements such as colors, materials, design, construction, lighting, landscaping, or lack of landscaping. The proposed use shall not remodel or structurally alter the interior or exterior of the structure(s) which change the residential use and appearance of the dwelling (CBDC 17.320.020(3)(a)(b)).

(6) **What material and equipment will be used for the home occupation on site?** No material or mechanical equipment shall be used that will be detrimental to the residential use of the property or adjoining residences because of vibrations, noise, smoke, odor, interference with radio or television reception, or other factors (CBDC 17.320.020(4)(a)).

(7) **Where will equipment, products or material used in the home occupation be stored?** Outside storage of equipment, products, or materials used in or serviced by the home occupation, other than plant materials are prohibited (CBDC 17.320.020(4)(b)).

(8) **Will there be deliveries to the premises in conjunction with the home occupation? If yes, how will they be made and how often?** No materials or commodities shall be delivered to or from the property which are of a bulk or quantity to require delivery by a commercial vehicle or trailer, **except** such vehicles as a UPS, postal service truck, or similar vehicle (CBDC 17.320.020(5)).

(9) **How many customers/clients will be on the premises at any one time and where will they park?** Vehicles associated with the home occupation shall not cause a disturbance or inconvenience to nearby residents (CBDC 17.320.020(6)).

(10) **Will there be any signage associated with the home occupation? If yes, please provide sign details.** Only one nonilluminated sign shall be permitted. The sign shall not exceed two square feet and shall bear only the name and/or occupation of the resident (CBDC 17.333.060(2)(a)).

Yes **No**

(11) **Are you the owner of the property?** If you are not the property owner, do you have the written permission from the property owner authorizing the home occupation? Owner authorization is required.

Yes **No**

(12) **Have you applied for your City of Coos Bay Business License?** Home occupation uses shall apply for and maintain a current Coos Bay business license. Failure to hold a current business license may be grounds for revocation of the home occupation permit (CBDC 17.320.030).

Yes **No**