

**CITY OF HOOD RIVER
PLANNING APPLICATION INSTRUCTIONS**

1. The attached application is for review of your proposed development as required by the Hood River Municipal Code (“Code”). Review is required to make sure that your proposal complies with the applicable provisions of the Code and that there are adequate capacities of public facilities to meet the needs of your development.
2. Prior to filing your application, you may be required to attend a pre-application conference with the Planning Department staff to discuss applicable standards and criteria of the Code, and submittal requirements to make your application complete.
3. **Applications may be mailed or presented in person to the City of Hood River Planning Department at City Hall, 211 2nd Street, Hood River, OR 97031. The following *must* be included in your application packet:**
 - **Completed application form**
 - **All required materials listed in the application form**
 - **Appropriate number of copies of application and all support materials (ask planner)**
4. Following submittal of your application it will be reviewed for completeness. Completeness is based upon the requirements of State law (ORS 227.178) and the requirements in the Code for your development proposal. It is the applicant’s responsibility to provide persuasive evidence that the application complies with the approval criteria and applicable standards.
5. If the Planning Department determines that your application is “incomplete,” you will be informed in writing and provided with a list of missing or incomplete materials and options for completing the application. Refusal to submit all or some of the missing information could result in a denial of the application. Incomplete applications become void 181 days after submittal.
6. If the Planning Department staff determines that an application is “complete,” you will be informed in writing and the review process will begin. Review of your application may be administrative, with no public hearing, or it may be quasi-judicial, with a public hearing. For quasi-judicial review, applicants are required to attend the public hearing. All land use decisions are subject to an appeal process.
7. If you have questions about this process, please call the Planning Department at (541) 387-5210. Application forms, the City’s Code and other useful information are available at the Planning Department’s website: <http://ci.hood-river.or.us/planning>

File No.: _____

Fee: _____

Date Submitted: _____

CITY OF HOOD RIVER
HOME OCCUPATION APPLICATION FOR A FAMILY DAY CARE

Please READ CAREFULLY the review criteria attached to this application. If you have any questions, please contact the Planning Department at (541) 387-5210.

REQUEST: _____

APPLICANT: *(attach a copy of title or purchase contract if applicable*)*

Name: _____

Address: _____
(physical) _____

(mailing) _____

(email) _____

Telephone: _____ Cell Phone: _____

Signature: _____

PARCEL OWNER: (if different than applicant)

Name: _____

Address: _____
(mailing) _____

Telephone: _____ Cell Phone: _____

Signature: _____

**Authorization of parcel owner required.*

PARCEL INFORMATION:

Township _____ Range _____ Section _____ Tax Lot(s) _____
Parcel _____

Current Zoning: _____ Size: _____

Property Location (cross streets or address): _____

APPLICABLE DEFINITIONS AND CODE CRITERIA:

FAMILY DAY CARE means the care of twelve (12) or fewer children either full- or part-time, including resident family members, as accessory to any residential use. Family day care is subject to the definition of “home occupation” in this chapter.

HOME OCCUPATION means the occupation carried on by a resident of a dwelling unit as an accessory use within the dwelling unit or within an accessory building which is incidental or secondary to the residential use.

SUBMITTAL REQUIREMENTS: The application shall include a **site plan** depicting the location of existing or proposed structures, square footage of the home to be used for the home occupation and location and dimensions of off-street parking spaces.

On a separate sheet of paper, describe in detail how your application meets the criteria below.

17.04.100 Home Occupation. The following criteria apply to a home occupation, as defined in this code:

1. It shall not give the appearance of a business.
 2. It shall not change the character of the dwelling.
 3. There shall be no display, except by a non-illuminated sign no larger than one (1) square foot.
 4. No more than one assistant shall be employed on the site.
 5. There shall be no increase in noise outside the dwelling unit.
 6. There is only a minor increase, if any, in traffic traveling to and from the dwelling unit.
- Please provide the maximum number of proposed children to be served at any given time.