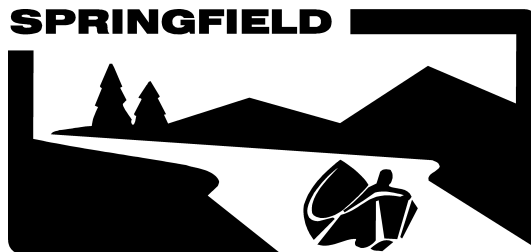


City of Springfield
Development Services Department
225 Fifth Street
Springfield, OR 97477
Phone: (541) 726-3759
Fax: (541) 726-3689



Historical Review Application, Type II Home Business

Location of property _____

Existing use of property _____

Description of proposal _____

Applicant Name _____

Address _____

Phone _____

Owner Name _____

Address _____

Phone _____

The undersigned acknowledges that the information in this application is correct and accurate.

Applicant Signature _____

If the applicant is other than the owner, the owner hereby grants permission for the applicant to act in their behalf.

Owner Signature _____

Please attach the names, addresses, phone numbers and signatures of any additional property owners.

For Office Use Only

Journal No. _____ Received By: _____

Map No. _____ Tax Lot: _____

National Register Designation: _____

Inventory Date: _____ Tax Ass: _____

THE APPLICATION PACKET

A COMPLETE APPLICATION PACKET CONSISTS OF:

1. Twelve (**12**) copies of the Plot Plan. See attached Plot Plan Requirements Checklist.
 2. A brief narrative explaining the purpose of the proposed home business.
 3. All required information on the attached list.
 4. Copy of the Building Division Occupancy Inspection Report.
 5. A Copy of the Deed to show ownership.
-

HOME BUSINESS

WHAT IS IT?

A Home Business is a limited small-scale activity carried on within a home in the Washburne Historic Landmark District to facilitate investment in the Historic Preservation of existing homes. The use may be permitted, provided that the residential integrity of the Historic Landmark Site or Structure is not substantially altered.

The types of uses which may be permitted are as follows:

1. Professional offices, such as Accountants, Architects, Attorneys, Counselors, Engineers, Insurance Agents, Medical Practitioners, Planners and Real Estat Sales.
2. Studios for Artists, Interior Decorators or Photographers.
3. Retail Sales of hand-crafted merchandise, original art or antiques, exclusive of mass-produced items, copies of original art projects, or second-hand goods with limited Historical value as determined by the Historical Commission.
4. Bed and Breakfast facilities.

Reference: Section 30.080(2) of the Springfield Development Code.

HOW DOES IT WORK?

1. The Pre-Application Conference

The prospective applicant is encouraged to meet with staff in a pre-application conference to become familiarized with the review process and determine what is required for a complete application.

There is no fee for this service.

2. Occupancy Inspection

The prospective applicant during the Pre-Application Conference will be requested to have an occupancy inspection conducted by the Springfield Building Division. A separate application and fee are requires by the Building Division for this service.

3. Application Submittal

Upon completion of the occupancy inspection and filing of the Building Division report. The applicant fills out a Historical Review Application describing the [proposal and submits it to the Planning and Development Department. Accompanying the application shall be the signed Home Business Agreement, any other required information for submittal and a fee to offset the cost of processing.

4. Review

Home Business Applications will be reviewed by the Historical Commission. The applicant will be notified in writing of a decision on the proposal.

WHO DO I CONTACT?

City of Springfield
The Planning and Development Department
225 Fifth Street
Springfield, Oregon 97477
Phone: (541)726-3753

PLOT PLAN REQUIREMENT CHECKLIST

A Plot Plan must be drawn in ink on quality paper no smaller than 8 ½" x 14" and must contain the following information:

- The scale (appropriate to the area involved and sufficient to show detail of the plan and related data, such as 1" = 30', 1" = 50' or 1" = 100'), North arrow, and date of preparation.
 - The street address and assessor's map and tax lot number.
 - The dimensions (feet) and size (either square feet or acres) of the development area.
 - Proposed and existing buildings: Location, size (gross floor area), conceptual floor plan. Setbacks from property lines, distance between buildings, and height.
 - Off-street parking areas, vehicular access points and their dimensions.
 - The name and location of all existing and proposed public and private streets and sidewalks within or on the boundary of the proposed development area.
 - The on-site drainage system to an approved storm system.
 - The connection to the City sanitary sewer system.
 - The location and height of proposed or existing fences, walls, outdoor equipment and storage, trash receptacles, and signs.
 - Required landscaped areas and street tree locations to include type of landscaping or trees and type of irrigation service.
 - An additional information necessary to address land use compatibility or Metro Plan issues.
-

PARKING AREA IMPROVEMENT STANDARDS (31.190)

All parking areas shall conform to the setback, vision clearance, planting and screening provisions of this Code and shall be completed prior to occupancy. Required parking spaces shall be improved in accordance with the following standards:

1. All parking areas shall have a durable, dust free surfacing of asphaltic concrete, Portland cement concrete or other materials in accordance with the building safety codes and approved by the Building Official.
2. Adequate drainage improvements shall be provided to dispose of all on-site run-off. Provisions shall be made for the on-site collection of drainage waters to eliminate sheet flow onto sidewalks, public rights-of-way and abutting private property. All drainage systems shall be approved by the Building Official and shall be constructed in conformance with Building Safety Codes.
3. All parking stalls fronting a sidewalk, alley, street, planted area or structure shall be provided with a secured wheel bumper or linear curb not less than 6 inches in height to be set-back from the front of the stall a minimum of 2 feet to allow for vehicular encroachment. Wheel bumpers shall be a minimum of 6 feet in length. Curbs shall be constructed in conformance with the standard construction specifications.
4. Except for parking areas of less than 4 spaces on a residentially zoned lot, backing into the public right-of-way, other than alley's is prohibited.
5. All spaces shall be permanently and clearly marked. Old striping shall not be visible after being replaced by new striping.
6. Any light provided to illuminate any public or private parking area or vehicle sales area shall be arranged so as to reflect the light away from any less intensive use.

WASHBURNE HISTORIC LANDMARK DISTRICT HOME BUSINESS AGREEMENT

The applicant signature on this agreement certified acknowledgement of the following conditions of operation:

1. Both the business and the dwelling shall be owned and operated by the resident.
2. There shall be no outside storage of materials.
3. No mechanical equipment shall be permitted except that which is compatible with residential purposes.
4. There shall be no offensive noise, vibration, smoke, dust, odors, heat or glare noticeable at or beyond the property line resulting from the operation.
5. Not more than 40% of the habitable floor area of the dwelling may be used for business purposes.
6. The business may not employ more than two full-time support persons, exclusive of family members who reside on the premises.
7. All professional practitioners shall reside on the premises.
8. The business may not create hazardous traffic conditions or unduly burden on-street parking areas.
9. In addition to the required parking spaces for the dwelling, one off-street parking space shall be required for each full time employee, access to employee parking shall be through an alley, and employee parking spaces shall not be located between the house and front or street side property line.
10. No display of merchandise either from the windows of a structure or on the property itself shall be permitted.
11. No commercial vehicle repair and/or sale shall be permitted.
12. Home business shall not be open to the public on Sundays or Holidays recognized by the City, except for activities sponsored by the City or the Washburne Neighborhood Association.
13. Hours of operation shall be limited as follows:
 - a) On local streets, from 9:00 A.M. to 8:00 P.M.
 - b) On collector or arterial streets, from 7:00 A.M. to 10:00 P.M.

It is understood that if neighborhood complaints are received, the nature of this home business will be re-investigated. If this home business is found in violation of the Springfield Development Code, the use shall be terminated upon notification in writing by the Planning and Development Director.

It is further understood that approval of the application does not exempt the applicant from the requirements of any other City Codes or Ordinances.

Applicant's Signature

Date

Applicant's Signature

Date

Authorized Signature – Historical Coordinator

Date

INFORMATION REQUIREMENTS

A Type II Historical Review Application for a Home Business must contain all the elements necessary to demonstrate that all development requirements of the Springfield Development Code are being fulfilled. A Type II Historical Review for a Home Business requires but is not limited to the following informational items:

Type of Business

1. Professional Offices, such as Accountants, Architects, Attorneys, Counselors, Engineers, Insurance Agents, Medical Practitioners, Planners, and Real Estate Sales.
2. Studios for Artists, Interior Decorators or Photographers.
3. Retail Sales of Hand-Crafted Merchandise, Original Art or Antiques, exclusive of mass-produced items, Copies or Original Art Objects, or Second-Hand Goods with limited Historical value as determined by the Historical Commission.
4. Bed and Breakfast Facilities.

Number of full-time support persons, exclusive of family members who reside on the premises.

Percentage of habitable floor space to be utilized for business purposes.

Number of employee off-street parking spaces needed.

Hours and days of business operation.

Plot Plan drawn to scale (see attached Plot Plan Requirements Checklist).

Exterior elevations of signs

Sign information (size, color, design, material, location)

The standards listed below will be used by the Historical Commission and City Staff to evaluate the applicants submittal information. The applicant should carefully read the standards when compiling their application to ensure compliance with these standards.

The size, color, design, materials and location of all signs within the H Overlay District shall comply with the standards of section 30.100 of the Springfield Development Code and shall be reviewed by the Historical Commission at the time of a any major or minor alteration to the Historic Landmark Structure.

For special uses approved in the Washburne Historic Landmark District where the underlying district is residential:

1. A free-standing or wall signs of not more than 8 square feet for one face, 16 square feet for two or more faces, may be approved where frontage exists on a collector or arterial street;
2. A wall sign of not more than 4 square feet for one face, 8 square feet for two or more faces, may be approved where frontage exists along a local street;
3. A free standing sign shall be no higher than 5 feet, and a wall sign shall be no higher than 12 feet above ground;
4. An entrance identification sign of not more than 1 ½ square feet shall also be permitted.

The applicant may have to meet minimum development standards as specified in section 31.040 of the Springfield Development Code.