



CITY OF AUBURN

Planning & Development Department
Auburn City Hall Annex, 2nd Floor
1 East Main Street
Auburn, Washington 98001-4998
Tel: 253.931.3090
Fax: 253.804.3114
permitcenter@auburnwa.gov
www.auburnwa.gov

**SPECIAL HOME OCCUPATION
APPLICATION PACKET**

SPECIAL HOME OCCUPATION APPLICATION – INTRODUCTION

(TYPE III DECISION)

What does Type III refer to?

Type III refers to quasi-judicial land use decisions made by the City of Auburn Hearing Examiner following a public hearing at which interested citizens can participate by giving written or verbal comments on a proposed project or issue.

Hearing Examiner decisions can be appealed to the Superior Court of the county within which the property lies.

What uses require a Special Home Occupation permit?

Per ACC 18.60.040, the following require a special home occupation permit:

1. Building and construction contractor services, including landscaping services (unless the home occupation is solely used for office purposes);
2. Personal service shops;
3. Music and dancing studios;
4. Craft classes;
5. Animal grooming; and
6. Home occupations that can only meet 11 or 12 of the 13 requirements outlined in ACC 18.60.020 (A) through (M).

The permit does not cover: automobile/motorcycle repair and body work, including painting, automobile services, including stereo installation, car alarms, and detailing, and heavy equipment repair/maintenance, which are *not allowed as home occupations*.

Does a Special Home Occupation permit preclude the proposed use from meeting all home occupation requirements?

Any use requiring a special home occupation permit must meet *at least* 11 of the 13 home occupation requirements outlined in ACC 18.60.020.

What is the review process like for Special Home Occupation applications?

Once a special home occupation application is deemed complete, City staff will conduct review of the application and recommend a decision to the Hearing Examiner. The Hearing Examiner will designate a time and place for the public hearing and notice will be given not less than 10 days prior to the hearing. A decision to approve, approve with conditions, or deny the Special Exception application will be made upon conclusion of the public hearing.

SPECIAL HOME OCCUPATION APPLICATION – INTRODUCTION [CONTINUED]

What are the criteria against which the proposed Special Home Occupations will be reviewed?

Per ACC 18.60.040B, in reviewing applications for special home occupations, the Hearing Examiner will consider:

1. The nature and condition of all adjacent uses and structures
2. Materially detrimental impacts to public welfare or injurious to property in the zone or vicinity in which the property is located; and
3. Consistency with the spirit and purpose of ACC Title 18 (Zoning).

How long before I am notified if my application is complete?

At the time you submit an application, you must submit all of the written and graphic information listed in this application under “Special Home Occupation Application Submittal Checklist”: Within 28 calendar days of receiving your application, City staff will determine if the application is complete based on the attached checklist. If your application is complete you will be notified in writing by City staff. If your application is not complete, you will receive a letter from City staff detailing required information to make your application complete.

How long before I know if the Special Home Occupation has been approved (with or without conditions) or denied?

Current City code requires that all land use decisions be made within 120 days from the date of a complete application submittal, unless an applicant agrees to extend the processing of his/her application longer than 120 days.

PLEASE NOTE: Applicants are responsible for complying with all City Codes and ordinances; and should review all City regulations that may be applicable to their proposed project. For assistance in determining which regulations are applicable, please contact the City of Auburn Permit Center.



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OFFICE USE ONLY

FILE #: _____
FILE NAME: _____

TYPE: _____ **RECEIVED BY:** _____
FEES PAID: _____ **CHECK/CASH:** _____
SUBMITTAL DATE: _____
LAND USE DESIGNATION: _____

SPECIAL EXCEPTION APPLICATION

APPLICANT: Use mailing address for meeting notification. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

APPLICANT'S REPRESENTATIVE: Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

PROPERTY OWNER(S): Attach separate sheet if needed. Check box if Primary Contact

COMPANY: _____
ADDRESS: _____
 (CITY, STATE, ZIP) _____
PHONE: _____ **FAX:** _____ **E-MAIL:** _____

SIGNATURE: _____ **PRINTED NAME:** _____
 (Signature Required)

Note: Applicant or representative must have property owner's consent to file this application form in order for it to be accepted

PROPERTY INFORMATION (REQUIRED)

SITE ADDRESS: _____			EXISTING USE OF SITE: _____
ASSESSOR'S PARCEL ID#	LOT SIZE	ZONING DISTRICT	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
AREA TO DEVELOPED (s.f.): _____			PROPOSED USE OF SITE: _____



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**SPECIAL HOME OCCUPATION
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SPECIAL HOME OCCUPATION – LETTER OF AUTHORIZATION

**LETTER FROM PROPERTY OWNER GRANTING AUTHORIZATION TO ACT
(A copy of this letter must be submitted for each property owner involved)**

I, _____ declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am the owner of the property that is the subject of the application.
2. I [] have not appointed anyone, or [] have appointed _____, to act as my agent regarding this application.
3. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.
4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney’s fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.
5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

Signature

Printed Name

Date

City and State where signed

Address



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SPECIAL HOME OCCUPATION APPLICATION

SPECIAL HOME OCCUPATION – CONCURRENT APPLICATIONS

Please indicate whether you are submitting one or more concurrent applications with this application by checking one or more of the boxes below:

Type I Applications (administrative decisions made by the city which are not subject to environmental review under the State Environmental Policy Act [SEPA]):

- Administrative Use Permit
- Boundary Line Adjustment
- Boundary Line Elimination
- Building Permit
- Excavation Permit
- Floodplain Development Permit
- Grading Permit
- Home Occupation Permit
- Land Clearing Permit
- Mechanical Permit
- Plumbing Permit
- Public Facility Extension Agreement
- Right-of-way Use Permit
- Short Subdivision

- Special Permit
- Temporary Use Permit (administrative)
- Utility Permit

Type II Applications (administrative decisions made by the city which include threshold determinations under SEPA):

- Administrative Use Permit
- Building Permit
- Floodplain Development Permit
- Grading Permit
- Land Clearing Permit
- Public Facility Extension Agreement
- Short Subdivision

Type III Applications (quasi-judicial final decisions made by the hearing examiner following a recommendation by staff):

- Conditional Use Permit

- Preliminary Plat
- Special Exceptions
- Special Home Occupation Permit
- Substantial Shoreline Development Permit
- Surface Mining Permit
- Temporary Use Permit
- Variance

Type IV Applications (quasi-judicial decisions made by the city council following a recommendation by the hearing examiner):

- Rezone (site-specific)

OTHERS - as may apply:

- SEPA _____
- SHORELINE EXEMPT _____
- _____
- _____



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SPECIAL HOME OCCUPATION – SUBMITTAL CHECKLIST

DIGITAL COPIES OF WRITTEN MATERIALS & GRAPHICS

Please provide a labeled readable compact disc(s) containing digital versions of all submitted written materials and plans and graphics for use by the City of Auburn during the special home occupation application review process. Staff will use this information in report preparation and public noticing so please be sure to provide current and accurate information. Written materials should be submitted to be compatible with Microsoft Office desktop software products. Plans and graphics should be submitted in *pdf* or *tif* format.

APPLICATION FEES - Make checks payable to the City of Auburn

All application fees, including, but not limited to: Special Home Occupation Fee. Some fees will not be invoiced until actual costs are known. Link to current fee schedule can be found @ <http://www.auburnwa.gov/community/about/forms.asp>.

WRITTEN MATERIALS – Total of ten (10) copies unless otherwise noted

- A. **APPLICATION FORM** Provide a **completed** application form signed by the property owner(s) and/or applicant with the completed Special Home Occupation Application Submittal Checklist. **(One original and 9 copies)**
- B. **LETTER OF AUTHORIZATION** Provide a letter of authorization to act contained within this application packet inclusive of all required signatures.
- C. **WRITTEN STATEMENT** addressing:
 - In detail, a description of your request for a special home occupation permit; and
 - Why the special home occupation should be issued, relating to approval criteria listed on pg. 2 of this application packet.

PLANS & GRAPHICS - Total of ten (10) copies unless otherwise noted

A. **SCALE & LEGIBILITY** All plans, except architectural elevations, should be to scale (engineering scale) on paper no larger than **24x36"**, at **1"=100'** or larger (**1"=50'** preferred). An index sheet of the same size is required for multi-sheet submittals. All plans should be folded to fit a legal size file jack.

- C. **SITE PLAN DRAWING – GRAPHIC REPRESENTATION** The following graphic features shall be shown on the drawing:
- 1. North arrow, numeric/graphic scale, and date plan was prepared;
 - 2. Boundaries and dimensions of the property;
 - 3. Adjacent public streets;
 - 4. Easements, existing and proposed;
 - 5. Location and size of all existing and proposed utilities;
 - 6. Location of buildings, including setbacks;
 - 8. Location and layout of off-street parking;
 - 9. Location and height of fences;
 - 10. Location and size of signs;
 - 12. Points of access, interior streets, and driveways;
 - 13. Location of refuse storage locations, bicycle parking areas and pedestrian/bike paths;
- D. **VICINITY MAP** A vicinity map sufficient to define the property location and boundaries.