



# Home Based Business Narrative

Planning & Development Services · 1800 Continental Place · Mount Vernon WA 98273  
Main: 360-416-1320 · [www.skagitcounty.net/planning](http://www.skagitcounty.net/planning)

**This narrative must be completed and uploaded as part of the application submittal. Please acknowledge each of the following:**

- ☐ The business is carried out by a member or members of a family residing in the dwelling.  
*Home-Based Business 3 proposals may have up to three additional employees.*
- ☐ The business is incidental and secondary to the dwelling. Business activity may be conducted in buildings other than the dwelling.
- ☐ No outside storage or exterior indication a business is present. *A 4 square foot, non-illuminated sign is permitted.*
- ☐ The business does not create a level of electrical interference, line voltage fluctuation, noise, vibration, smoke, dust, odors, heat, glare, traffic, and other environmental impacts beyond that which is common to a residential area.
- ☐ The business will not create a level of parking demand beyond that which is normal to a residential area.
- ☐ The business may have clients visit the site.

1. Describe the proposal/business.

2. Describe the schedule, including any phasing, for development of your operation.

3. Describe the general schedule of the operation:

- a. What days and hours will the operation be open?
- b. How many people will be employed?
- c. What will the employees' working hours be?
- d. How many employees will work on-site?
- e. How many employees will work off-site?

4. Describe how the proposed use will maintain the character, landscape, and lifestyle of the rural area. For new uses, proximity to existing businesses operating via special use permit shall be reviewed and considered for cumulative impacts.
  - a. Describe the location and size of any signs you propose to advertise your operation.
  - b. Describe the plans to prevent trespassing by employees, customers, or visitors to adjoining properties and maintain privacy of surrounding uses.
  - c. How will the operation be screened from public view? E.g., plants, shrubs, fences.
  - d. Describe how the proposed use is compatible with the neighboring properties.
  - e. Describe how the proposed use will not cause potential adverse effects or conflicts on the public health, safety, and community welfare.
5. Proposed traffic of the operation:
  - a. Describe how the operation will be accessed.
  - b. Describe the proposed parking area.
  - c. Describe the expected traffic impact of the operation on public roads.
  - d. Describe any internal road system the operation will have.

6. Describe how the operation impacts any of the following:
  - a. Noise from the operation.
  - b. Odors the operation will generate.
  - c. Steam, smoke, or dust the operation will generate.
  - d. Any vibrations the operation will generate.
  - e. Any heat from equipment or machinery the operation will use.
  - f. Air quality impacts.
  - g. Water pollution impacts.
7. Describe any heavy equipment or machinery the operation will use.
8. List any chemicals, waste oil, solvents, fuel, etc., the operation will use:
  - a. Describe how will they be stored.
  - b. Describe the plan for disposal.

9. If the operation will use a building, please describe the size, height, and construction type. The building must be shown on the site plan.

10. Describe the plan to provide the following for employees and the public.

a. Sewage disposal plan.

b. Water supply for employees and the public.

c. Have any fire flow issues been addressed?

11. Describe how the proposed use complies with Skagit County Code. Please cite code section.

See Skagit County Code [14.16.730](#) for additional information regarding home-based businesses.

Many of the questions above are derived from Skagit County Special Use Criteria [14.16.900\(1\)\(b\)\(v\)\(A-I\)](#) and has been provide here for reference.

The burden of proof shall be on the applicant to provide evidence in support of the application. The criteria for approval or denial shall include the following:

- A. The proposed use will be compatible with existing and planned land use.
- B. The proposed use complies with the Skagit County Code.
- C. The proposed use will not create undue noise, odor, heat, vibration, air and water pollution impacts on surrounding, exising, or potential dwelling units, based on the performance standards of [SCC 14.16.840](#).
- D. The proposed use will not generate intrusions on privacy of surrounding uses.
- E. The proposed use will not cause potential adverse effects on the general public health, safety, and welfare.
- F. For special uses in Industrial Forest—Natural Resource Lands, Secondary Forest—Natural Resource Lands, Agricultural—Natural Resource Lands, and Rural Resource—Natural Resource Lands, the impacts on long-term natural resource management and production will be minimized.
- G. The proposed use is not in conflict with the health and safety of the community.
- H. The proposed use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding areas, or conditions can be established to mitigate adverse impacts on such facilities.
- I. The proposed use will maintain the character, landscape and lifestyle of the rural area. For new uses, proximity to existing businesses operating via special use permit shall be reviewed and considered for cumulative impacts.