

Yamhill County Department of Planning & Development  
**APPLICATION FOR SECONDARY FARM  
 DWELLING**

Docket \_\_\_\_\_  
 Date \_\_\_\_\_  
 Rec'd by \_\_\_\_\_  
 Receipt # \_\_\_\_\_  
 Fee **\$1,838.71**

400 NE Baker Street, McMinnville, OR 97128 • Tel: 503-434-7516 • Fax: 503-434-7544

APPLICANT			LEGAL OWNER (IF DIFFERENT)		
Last name	First	MI	Last name	First	MI
Mailing address (Street or PO Box)			Mailing address (Street or PO Box)		
City	State	Zip	City	State	Zip
Telephone			Telephone		
E-mail address			E-mail address		

**PROPERTY INFORMATION**

Tax Lot(s): \_\_\_\_\_ Zone: \_\_\_\_\_

Property Address: \_\_\_\_\_

Size of Tract (including all contiguous lots under the same ownership): \_\_\_\_\_

**REQUEST** (check one):

Dwelling for a relative of the farm operator whose help is or will be needed on the farm. Please indicate the relationship of the person who will occupy the second dwelling to the owner: \_\_\_\_\_.

Dwelling for unrelated farm help whose assistance on the farm is required by the farm operator.

**\* A tract includes all contiguous lots that are under the same ownership.**

**PROPERTY INFORMATION:**

1. How many dwellings are currently on the parcel? \_\_\_\_\_.
2. Does the property owner own other land that is zoned Exclusive Farm Use? [ ] Yes [ ] No  
 If yes, please list the tax lot numbers of all such properties, and indicate whether there are dwellings on any of the lots: \_\_\_\_\_  
 \_\_\_\_\_
3. Are all of the dwellings listed in #1 and #2 occupied by someone who works on the farm? [ ] Yes [ ] No

**Secondary Farm Dwelling Application**  
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Please explain who is occupying each dwelling, and the type of work they do on the farm:

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4. **Soils.** Attach a map and list the soils on the tract, the percentage of the tract made up of that soil, and whether it is high-value farmland. (High-value farmland is based on soil type and is defined in the Zoning Ordinance). Soils maps are available from the United States Department of Agriculture Natural Resources Conservation Service website.

<b>Soil Name and Symbol</b>	<b>Percent of Tract</b>	<b>High Value?</b>
<hr/>	<hr/>	<hr/>

**Percentage of the tract that is high-value soils:** \_\_\_\_\_ **low value soils:** \_\_\_\_\_  
*The tract is considered to be high-value farmland if it is predominantly (more than 50%) composed of high-value soils.*

5. **Current farm use.** List the farm products raised on the tract where the dwelling will be located:

<b>Crop</b>	<b>Acres</b>	<b>Yield last year</b>
<hr/>	<hr/>	<hr/>

<b>Livestock</b>	<b>No. of Head</b>	<b>Head sold last year</b>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
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6. **Farm management activities:** Explain the day-to-day work that the resident(s) of the proposed dwelling will be doing on the farm, and approximately how much time is required to do these activities.

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7. **Farm operator's activities:** Explain the day-to-day farming activities that the property owner will be doing if the secondary dwelling is approved:

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**SECONDARY FARM DWELLING STANDARDS:**

**Income Requirements:** In order for Yamhill County to approve a secondary farm dwelling, the applicant must demonstrate that the dwelling will be located on a *commercial* farm, and that the farm owner needs additional help with the farm work. For the purposes of a secondary dwelling for a relative of the farm operator, a commercial farm is defined as making at least \$10,000 in gross farm income per year. The gross income requirements for a secondary dwelling that will be occupied by a non-relative are \$80,000 per year if the farm tract is made up of predominantly high-value farmland, or \$40,000 if the farm tract is not high-value farmland. Documentation must be provided showing annual gross sales for the last two years, three of the last five years, or in an average of three of the last five years. To demonstrate gross income, the applicant must submit an IRS tax return transcript obtained from the IRS. Other information may be required to demonstrate compliance with the gross farm income requirement, such as receipts from the sale of farm products, or other evidence showing sales (not profit - no expense data is required). Only gross income from land owned, not leased or rented, shall be counted.

The documentation must show all of the following for each relevant year:

1. What farm uses generated the income being claimed;
2. Where the farm uses occurred;
3. Who conducted the farm uses that generated the income;
4. Who purchased the farm products, and;
5. How much in gross annual income was made from the farm uses.

If the income was from the sale of livestock, include information regarding the original purchase price of the animals sold, since the purchase price of livestock must be deducted from the total gross income.

**Location of dwelling:** A secondary dwelling for a relative of the farm operator must be located on the same lot or parcel as the dwelling of the farm operator. A secondary dwelling for other non-related farm help must either be located on the same lot or parcel as the principal farm dwelling, or may be located as follows:

- 1) On the same tract as the principal farm dwelling, but on a different parcel, provided that all contiguous lots in the tract are consolidated into one parcel; or
- 2) On a different lot than the principal farm dwelling, provided that the secondary dwelling is a manufactured home and a deed restriction is recorded requiring that the manufactured home be removed if the lot is conveyed to another party.

There may be additional approval standards for dwellings in the zoning ordinance and/or the Oregon Administrative Rules. A county Planner will provide you with the full requirements.

**The applicant must provide sufficient information to show compliance with all applicable approval criteria.**

**Secondary Farm Dwelling Application**

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**THE APPLICATION MUST INCLUDE:**

1. Completed application form, signed by the applicant and property owner (if different). The owner's signature must be notarized.
2. Site plan drawn to scale showing the parcel boundaries, all existing buildings, the proposed dwelling location, existing or proposed access, and any significant natural features.
3. Written justification and other evidence, including proof of gross farm income, showing compliance with the approval criteria.
4. Proof that the proposed dwelling will be sited on a lot that was lawfully created. This may include copies of the recorded partition or subdivision plat that created the subject properties and/or a copy of the deed or land sales contract dated on or prior to October 3, 1975 which describes the subject properties. A lot or parcel does not include a unit of land created on or after October 4, 1975 solely to establish a separate tax account or to obtain financing for construction or other purposes.
5. Filing fee. **NOTE: Fees are not refundable.**

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I hereby declare under penalties of false swearing (ORS 162.075 and 162.085) that the above information is true and correct to the best of my knowledge. I understand that issuance of an approval based on this application will not excuse me from complying with other effective ordinances and laws regulating the use of the land and buildings.

I hereby grant permission for and consent to Yamhill County, its officers, agents, and employees coming upon the above-described property to gather information and inspect the property whenever it is reasonably necessary for the purpose of processing this application.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property owner's signature (if different)

\_\_\_\_\_  
Date

State of \_\_\_\_\_ )

)

County of \_\_\_\_\_ )

)

Signed or attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

by \_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission expires \_\_\_\_\_

# Yamhill County

## DEPARTMENT OF PLANNING AND DEVELOPMENT

400 NE BAKER STREET • McMinnville, Oregon 97128

Phone: 503-434-7516 • Fax: 503-434-7544 • TTY: 800-735-2900 • Internet Address:

<http://yamhillcounty.gov/283/Planning-Development>

### Building Questionnaire

To Be Completed by the Owner/Applicant

Property owner name: \_\_\_\_\_

Property address: \_\_\_\_\_

- What is the intended use of the building? \_\_\_\_\_
- Is this a new build? Yes:  No:
- Is this an existing structure to be converted? Yes:  No: 
  - If existing, what is the current use of the building? \_\_\_\_\_
- Was the original construction permitted? Yes:  No: 
  - If yes, what was it permitted as? \_\_\_\_\_
- Please provide floor plan of entire building with dimensions and each space labeled per it's intended use.
- Site map (with all structures and labeled)

The information provided will be used to determine the design requirements of the building. Additional requirements might be required once building plans/calcs are submitted for building review.

By signing I confirm that the above information is correct to the best of my ability:

Signed \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_