

# HOME OCCUPATION IN THE TOWN

Town Zoning Regulations, § 110 & §517

Any non-retail occupation that (1) is customarily carried on in a residential area (2) by a member of the household, (3) involves no more than two non-household employees, and (4) is secondary to the use of the house as a dwelling. **Section § 517**

## **No permit required if your business meets all the following criteria:**

- Resident/Owner of the business is the only employee;
- No clients on site;
- No signs or outdoor storage;
- No deliveries;
- Office use only.

## **Administrative permit required if the following criteria met:**

- Up to two employees who are also members of the household;
- No clients on site;
- No signs or outdoor storage.

## **Conditional Use permit required: (for occupations that fail to meet any of the above criteria)**

- Only items that have been hand-crafted on-site may be sold from the residence;
- A residential accessory structure may be used instead of the dwelling;
- Two home occupations per dwelling may be allowed if the combined use:
  - i. Does not change the character of the neighborhood;
  - ii. Employs no more than two non-resident persons; and
  - iii. Occupies less than 50% of the residence.

## **To be complete, your application must include:**

- Application Form & Fee
- Building Floor Plan showing square footage of all spaces dedicated to living and to business.

## **If a Conditional Use permit is required, you must also submit:**

- A Conditional Use Support Statement
- Site plan showing your building and parking area for visitors and deliveries (each parking space must be at least 9' x 18')

Please refer to the **Conditional Use Guidelines** and **Town Zoning Regulations, § 517 and § 810**