Revised April 23, 2019

TOWN OF SWANZEY

HOME-BASED BUSINESS APPLICATION PACKET

PLEASE READ INSTRUCTIONS CAREFULLY

Applications for Home-Based Businesses will be processed through the Planning Board as follows:

(1) The application must first be submitted to the Town of Swanzey Selectmen for approval/disapproval for use as a Home-Based Business; and

(2) After being qualified as a Home-Based Business, the Application for Home-Based Business and an abutter list must be submitted to the Planning Board three weeks prior to the next regularly scheduled meeting.

(3) A public hearing will be scheduled and abutters will be notified by certified mail.

Fees:

Application Fee - $25.00

Legal Notice (Keene Sentinel) and Certified Mail Notice to abutters will be billed at current rates.

The Applicant will be billed prior to hearing. THE APPLICATION WILL NOT BE CONSIDERED BY THE PLANNING BOARD UNTIL SUCH TIME AS ALL FEES ARE PAID.

Section III.U. of the Swanzey Zoning Ordinance

U. HOME OCCUPATIONS AND HOME-BASED BUSINESSES (Amended March 12, 2019)

2. Home-Based Businesses may be allowed in all districts provided that the criteria below are met:

a. No home-based business shall be conducted at any dwelling unless and until it has undergone Site Plan Review by the Planning Board to determine that the proposed use complies in all respects with the provisions of this ordinance and the standards set forth in the Site Plan Review regulations;

b. The use does not result in the alteration of the residential appearance of the dwelling unit or the lot on which it is located and is clearly incidental to its use as a residence;

c. The use does not result in the production of any offensive noise, vibration, light, odor, dust, smoke or other pollution external to the property and will not cause any pollutants to enter the sewer system;

d. The maximum number of vehicle trips permitted per day to the premises related to the home-based business shall be determined by the Planning Board on a case-by-case basis and imposed as a condition of site plan review approval. No on-street parking associated with the home-based business shall be permitted;

e. It is not identified by any external on-premises advertising other than a small sign not exceeding four (4) square feet. Off premises signage identifying the location of the property or home-based business shall not be permitted;

f. Home-based businesses may occur within the dwelling unit and/or within an accessory structure subject to the condition that the home-based business does not result in the use of any area greater than 500 square feet;

g. There shall be no more than 3 people (whether full or part time), at least one of whom shall be an inhabitant of the dwelling, engaged or employed in the home-based business;

h. The following uses may qualify as home-based businesses: Hairdressing, dressmaking, tutoring, offices for lawyers, engineers, architects, real estate brokers, accountants, mobile veterinarians, shoe

repair, light machine work and woodworking, and excluding doctors, dentists, and veterinarians.

i. The maximum number of vehicles permitted to be stored outside shall be determined by the Planning Board on a case-by-case basis and imposed as a condition of site plan review approval;

j. Any applicant proposing a Home-Based Business shall clearly and fully state the type and amount of equipment required to conduct the use and the Planning Board may limit the number of hours that any machines or equipment may be used. Expansion of the number and kinds of equipment used in the Home-Based Business will require subsequent approval from the Planning Board.

Definition of Home-Based Business as set forth in the Swanzey Zoning Ordinance:

Home-Based Business: A commercial use not otherwise permitted in the zone conducted by not more than three people (at least one of whom is an inhabitant of the dwelling), which is clearly incidental and secondary to the use of the premises for dwelling purposes and does not change the residential character thereof. See Section III.U. for additional requirements. (Adopted March 12, 2019)

HOME-BASED BUSINESS APPLICATION
TOWN OF SWANZEY (REV. 4/29/2026)

"HOME-BASED BUSINESS: A commercial use not otherwise permitted in the zone conducted by not more than three people (at least one of whom is an inhabitant of the dwelling), which is clearly incidental and secondary to the use of the premises for dwelling purposes and does not change the residential character thereof."

Date Received Stamp

Name, mailing address & telephone # of Applicant

Tax Map and Lot #	**Zoning District**

Type of Business (describe briefly)

Location of Business on property (in home, garage, attached building, etc. Attach a photograph of the area in which the home occupation is located and a site plan of property.)

Proposed Hours and Days of Operation	**Number of Full-Time Employees_____** **Number of Part-Time Employees_____**
Estimated Customers Per Day_____	**Parking Spaces Planned_____**

Deliveries and/or Pickups (How many per day or week? And by what means? UPS, Pick-up, truck, large van, etc.)

Outside Lighting (describe briefly	**Special Licenses/Permits Required**

Sign – <u>not to exceed 4 s.f.</u> (describe briefly & attach copy of completed sign application)

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TOWN OF SWANZEY (REV. 4/29/2026)

Fees:

Application Fee - $25.00

Legal Notice (Keene Sentinel) and Certified Mail Notice to abutters will be billed at current rates. Applicant will be billed prior to hearing. THE APPLICATION WILL NOT BE CONSIDERED BY THE PLANNING BOARD UNTIL SUCH TIME AS ALL FEES ARE PAID.

Date:_____ _____

Signature of Applicant

_____

Signature of Property Owner

Additional Information (as needed):

FOR PLANNING BOARD USE ONLY
Comments:

The above application was ☐ approved ☐ denied for use as a home-based business by the Swanzey Planning Board.

Date:_____