TOWN OF SWANZEY

HOME OCCUPATION APPLICATION PACKET



Applications for Home Occupations are processed administratively through the Planning & Economic Development Department as follows:

(1) A Home Occupation application is submitted to the Planning & Economic Development Department for approval/disapproval for use as a Home Occupation. Please see the following page for the Swanzey Zoning Ordinance regulations for Home Occupations.

(2) After being qualified as a Home Occupation, a copy of the application is filed in the property file.

(3) If the proposed use does not qualify as a Home Occupation, an applicant may be directed to complete a Home-Based Business application.

Section III.U. of the Swanzey Zoning Ordinance

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

1. Home Occupations are allowed by right in all districts with no Site Plan Review requirement provided that the criteria below are met:

a. The home occupation shall only be conducted by an inhabitant of the dwelling;

b. The home occupation shall not utilize an area of more than 300 square feet in the dwelling or an accessory structure;

c. There shall be no visible, audible, or odor evidence of the home occupation activity, and the use shall not cause any pollutants to enter the sewer system;

d. Examples of home occupations include, but are not limited to, computer-related activities, such as software design, web page design, and internet sales, home offices, artists, and crafts people.

Definition of Home Occupation as set forth in the Swanzey Zoning Ordinance:

Home Occupation: The non-apparent use of no more than 300 square feet of a dwelling or an accessory structure for the purpose of generating income. See Section III.U. for additional requirements. (Amended March 12, 2019)

HOME OCCUPATION APPLICATION
TOWN OF SWANZEY (REV. 01/28/20)

"Home Occupation: The non-apparent use of no more than 300 square feet of a dwelling or an accessory structure for the purpose of generating income." (Swanzey Zoning Ordinance)

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. Attach photograph of area in which 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 sign application)

Date:_____

_____
Signature of Applicant

HOME OCCUPATION APPLICATION – PAGE TWO
TOWN OF SWANZEY (REV. 01/28/20)

For Planning & Economic Development Department Use Only:

The above application was ☐ approved ☐ denied for use as a home occupation.

Date: _____

Signature of Reviewer: _____

Comments: