

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 – not to exceed 4 s.f. (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:
