

**Application for Home Occupations
Not requiring a Special Permit
Andover, CT**

A Applicant And Location Information

Applicant's Name _____ Phone _____
Address of Applicant _____
Names of Proposed Business Pursuit _____
Address of Proposed Business Pursuit _____ Zone _____
Owner _____ Phone _____

B Information On Proposed Residential Unit Business Pursuit

Method of Operation _____
Materials _____
Storage of Materials (how, what, where, amount) _____
Number of Rooms Used _____ Description _____
_____ Sq. Ft. in Business Pursuit _____
Structural/Exterior alternations _____
_____ None _____
Mechanical/Electrical equipment _____
_____ None: _____
Number of Persons Employed _____ Will Clients/Customers come to the home?
Yes _____ No _____ If Yes, number at one time _____

C Site Information

Signs Yes _____ No _____ Size _____
Number of Parking Spaces on Lot _____
Commercial Vehicle use Yes _____ No _____ If yes, parked at _____

Truck/Heavy Equipment use Yes _____ No _____ If yes, parked at _____

I hereby authorize the Zoning Code Enforcement Officer to inspect my resident unit business pursuit for compliance with the Zoning Code during the trial period if granted approval.

APPLICANTS SIGNATURE _____ DATE _____

____ Approved _____

____ Denied Zoning Agent _____ Date _____

A Home Occupation approval shall be issued for a 90-day trial period during which time the activity can be reported to the Planning and Zoning Commission and may be observed to make an initial evaluation possible. During the 90-day trial period the license can be revoked. After the 90-day trial period approval may be made permanent subject to an annual renewal inspection and authorization. There will be a \$50.00 annual renewal fee.

Section 4.12A Home Occupation

The purpose of licensing this accessory activity is to allow certain small scale quasi-business undertakings by the dwelling occupant that will not influence the immediate neighborhood and would not be economically feasible if conducted in a totally business setting.

I. The activity offered shall meet the following criteria:

- a. Be conducted solely by an occupant of the dwelling unit without any non resident assistants or employees and entirely within the dwelling unit, specifically excluding any area designed as a garage.
- b. Not present any external evidence of the activity including a separate entrance or the parking of any vehicle which displays any evidence however, a sign shall be permitted no larger than two (2) square feet identifying the activity.
- c. Not utilize more than twenty (20) percent or more than three hundred (300) square feet of the gross area of the dwelling unit.
- d. No equipment or process used for the activity shall create: noise, vibration, glare, fumes, hazardous waste, electrical interference (visual or audible) with any radio, television, or telephone; or cause fluctuations in electrical line voltage off the premises.
- e. Not generate greater vehicular traffic than would ordinarily be associated with the dwelling location or attract more than four (4) persons to the dwelling at any one time.
- f. Only individual or unique physical items or services shall be created or provided and no item shall be sold at the dwelling.
- g. Not involve repairing any item which would be brought to the dwelling..
- h. Following is a list of business pursuit categories, which may be pursued in residential units, as a permitted use requiring administrative approval only, provided they do not violate any of the above criteria.
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 - 1) Office activity such as: consulting, writing, computer programming, tutoring, telephone answering and drafting.
 - 2) Fine Arts such as: painting, sculpturing, photography, model making, crafts and weaving, dress making, seamstress.

- 3) Culinary Activities such as: baking, cooking and preserving food.

II The following is a list of business pursuit categories, which may be pursued, in residential units, by Special Permit requiring Planning and Zoning approval pursuant to Section 23 of the Zoning Code:

Special Permit Uses Not Subject to Section 4.12a(I)

1. Retail Sales;
2. Small. scale assembly and repair;
3. Any use requiring non-resident employees or the construction of an additional structure.

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4.12A0I Findings:

A Home Occupation shall be granted when the Zoning Officer or the Planning and Zoning Commission finds that the proposed Home Occupation will not violate any provision of this Code. The approving authority can place conditions on any approval.

4.12A02 Approved Use

This license is non-transferable. No substantial deviation from an approved Home Occupation shall be permitted without the approval of the Zoning Officer. Any deviation, including a change in ownership, without approval is grounds to revoke the Home Occupation license