



**Town of Preston
Planning and Zoning Commission
Home Occupation Application**

ZP Application # _____ Date Submitted _____ Amount Paid \$ _____ Check # _____

Please fill out this application completely. If the application is not properly completed with documentation submitted, as noted below, it will create unnecessary delays. Provide 8 copies of the plan with the application attached. In addition, provide the following:

- _____ 1. Fee of \$80.00 (\$20.00 Town application fee - \$60.00 State fee).
- _____ 2. Site/Plot Plan at an appropriate scale.
- _____ 3. Elevation drawings and floor plans of any proposed structures.
- _____ 4. Letter from the Dept. of Transportation for any work within a state highway right-of-way, as applicable.
- _____ 5. Copy of property deed on file in the Town Clerk's Office.
- _____ 6. Copies of approval letters from all applicable agencies, i.e., IWWC or ZBA as applicable.
- _____ 7. Engineering or other consultant fees to be determined.....
- _____ 8. Legal notice fee to be determined at the end of the project.

ALL APPLICATIONS WILL REQUIRE A LEGAL NOTICE TO APPEAR IN THE PAPER AFTER THE COMMISSION TAKES ACTION. PLEASE NOTE THAT A PERMIT WILL NOT BE VALID UNTIL THE LEGAL NOTICE FEE IS PAID. THE AMOUNT OWED WILL BE NOTED IN YOUR ACTION LETTER FROM THE COMMISSION.

Name of applicant _____

Telephone () _____ Cell phone () _____

Address of applicant _____ Email _____

Location of subject property _____

Owner of property _____

Telephone () _____ Cell phone () _____

Address of property owner _____ Email _____

Home Occupation Permit Pursuant to Section 16.8 of the Zoning Regulations

Please provide description of the project, including the use, site improvements, drainage improvements, buildings and uses. Please use additional sheets as necessary.

16.8.1 The activity must be clearly secondary to the use of the premises for the permanent residents of the

dwelling, and when conducted within the dwelling or permitted accessory building, it shall occupy no more than twenty-five percent (25%) of the living space of the dwelling. However, the Commission may permit the home occupation to exceed twenty-five percent (25%) of the living space of the residence provided such home occupation is located within the basement or an accessory structure. The purpose of this is to allow the entire basement or the entire permitted accessory building to be used, but in no case shall the home occupation exceed fifty percent (50%) of the living space (which includes the home occupation).

What is the square footage of the living space of the residence _____

What is the square footage of the home occupation _____

Percentage of the home occupation square footage of the residence _____

If the home occupation is in excess of 25% of the of the living space square footage of the residence, please provide an explanation.

16.8.2 The activity shall not change the residential character of the property in any visible manner. Please explain any changes you will be making to the home:

16.8.3 Does the activity result in objectionable odors, noise, vibrations, obnoxious or unsightly conditions noticeable from off the premises, or interfere with radio television, or telephone reception. _____

16.8.4 The activity shall not generate traffic in excess of an average of twenty (20) business visits per day or twenty (20) clients/customers a day in order to prevent a noticeable increase in traffic in the neighborhood. What is the expected number of business visits per day, and explain why.

16.8.5 The activity shall not create a health or safety hazard.

Will a health or safety hazard be created from the proposed use? Please explain.

16.8.6 No more than two (2) non-residents shall be employed in the home occupation.

Number of Employees? _____

16.8.7 There shall be no trading of merchandise and no retail sales of goods other than those manufactured on the premises by the occupation, except for the following:

- a) Repair shops are exempt from this requirement provided repair parts sold are installed in the repaired equipment by the home occupation.
- b) Incidental retail sales may be made in connection with the home occupation. For example, a beauty shop would be allowed to sell hair products.
- c) Mail order provided the home occupation has no clientele or customers

Will there be any trading of merchandise. If so explain why.

16.8.8 All activities shall be conducted inside the dwelling or within an accessory building. There shall be no outside storage or display of materials associated with the home occupation.

Where will your equipment be stored? _____

16.8.10 Commercial vehicles are permitted in accordance with Section 16.10 of these Regulations. Please note if any commercial vehicles will be used for the home occupation.

16.8.11 The activity shall not generate a need for more than four (4) automobile parking spaces for employees and clients/customers in excess of those used by the residents of the dwelling. All parking spaces shall be located off-street to the rear of the building line, and shall have an all-weather surface. Home occupations that do not have clients/customers at the residence do not need to provide additional on-site parking spaces for clients/customers.

How many parking spaces that will be provided on site? _____ Please provide a plot plan showing the lot layout including the number of parking spaces and its surface, location of any signs, septic and well location.

16.8.12 Under no circumstances shall any of the following activities be considered a home occupation: restaurant, automotive body shop, dry cleaning.

16.8.13 Home occupations occasionally become successful to the point that they have an adverse impact on the residential character of the neighborhood and/or the residential use becomes secondary to the home occupation. For this reason, permits shall be renewed annually by the Zoning Enforcement Officer. Renewal permits shall be submitted by August 1. After inspection, provided conditions have not changed substantially and the occupation is being conducted in a satisfactory manner in accordance with the approved application, the Zoning Enforcement Officer shall issue said renewal permit. In addition, the ZEO or the Commission shall have the authority to revoke, suspend or amend the home occupation permit at any time if the ZEO or Commission determines the use is not consistent with the approved application and these regulations.

16.8.14 A Home occupation permit is non-transferable.

FOR TOWN USE:	
Date of Receipt by the PZC _____	Request for Extension(s) date _____
Referral Date to Town Staff _____	
Comments Received on:	
<input type="checkbox"/> Sanitarian _____	
<input type="checkbox"/> Food Sanitarian _____	Referring Agent _____
<input type="checkbox"/> First Selectman _____	
<input type="checkbox"/> IWWC _____	Any applicable comments:
<input type="checkbox"/> ZEO _____	
<input type="checkbox"/> CAC _____	
<input type="checkbox"/> Town Engineer _____	
<input type="checkbox"/> Building Inspector _____	
<input type="checkbox"/> Other _____	

Zoning Permit Application # _____



Application Signatures and Permission to Access the Site

All owners of the property must sign the application, unless the property is owned by a corporation, in which case a corporate resolution authorizing the **signatory to execute any documents required** to be submitted with the application shall be attached to the application.

By signing this application permission is hereby granted by all owners of the property to file the attached application and authorizes Town of Preston representatives to enter onto the property at any time during the application process or during construction of the project for inspections, and, if applicable, for other appropriate purposes.

Permits are not transferable unless the new property owner files all required permit transfer documents and/or applications which are available from the Town Planner.

Applicant _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name)

Owner _____ Date _____

(Please print name) Date _____