



Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482
 www.shelburnevt.org 802-985-5118

HOME OCCUPATION APPLICATION*

* Also available in alternate formats in accordance with the Americans With Disability Act.

PLEASE USE THIS FORM TO REQUEST APPROVAL OF HOME OCCUPATION

A Home Occupation is an occupation, carried on within a minor portion of a dwelling by a resident of the dwelling unit, that is customary in residential areas, and that does not have an undue adverse effect on the character of the residential area in which the dwelling is located. Residents may conduct Home occupations within a minor portion of their dwelling unit when such uses meet certain standards. Signs for home occupations require a separate home occupation sign permit. Do not prepare and submit this application until you have submitted a GENERAL APPLICATION FORM and have received a GAF number.

APPLICANT INFO

APPLICANT		PRIMARY CONSULTANT (If any)		
First Name (please print)		Name (please print)		
Last Name (please print)		Mailing address		
Signature	<input type="text"/>	City	State	Zip
GAF Number		Email		
Request		Phone		

PROJECT INFO

Size and employees.		Parking and access		Operations	
Size of home (square feet) and attached garage		# existing parking spaces		Hours of operation	
Area to be used by home occupation (sqft)		# proposed parking spaces		Days of operation	
Total # of employees		Parking surface		Max. # of daily vehicle trips	
# non family employees		Stopping sight distance at access (ft)		Will business have sign?	

Form continues on reverse side...

FOR OFFICE USE ONLY

Date received	by	Referral (s)	by
Fee received	by	Forms offered	by
Permit #	by	Hearing date	

HOME OCCUPATION APPLICATION

Are there local examples of the occupation you wish to conduct in your home?	Do you understand the limits under which home occupations must operate in Vermont?
If yes, where are they located?	Would the home occupation have impact on neighbors ?

CONFORMANCE WITH CRITERIA

Applications seeking approval of home occupations must demonstrate that the proposal will meet several criteria contained in the zoning bylaw. The review process will tend to function more smoothly when you provide thorough responses to the following items.

In which parts of the property will the home occupation be conducted (in the residential unit, attached accessory structure, a detached accessory structure)?

Will the proposed home occupation generate noise, vibration, smoke, dust, electrical disturbance, odors, heat or glare?

Will any home occupation-related storage take place on the property? If so, where?

Describe or summarize and attach any evidence indicating that the proposed home occupation would comply with applicable zoning requirements. (e.g., no outdoor activities, limited traffic,

Describe or summarize and attach any evidence indicating that the proposed home occupation would not have an undue adverse impact upon the character of the residential area in which the dwelling is located

Form continues... 

HOME OCCUPATION APPLICATION

HOME OCCUPATION PLOT PLAN CHECKLIST AND PROCEDURE

As Home Occupation requests are subject to Zoning review and approval, the "Home Occupation Plot Plan" submitted with this application must consist of the Primary Zoning Plot Plan filed with your Primary Zoning Permit Application, **amended to depict the location of a) proposed signage and b) off street parking that will be utilized by any visitors to your property who will be present as a result of your home occupation.**

Home Occupations must meet the following nine standards contained in the bylaw:

- A. The home occupation shall be carried on wholly within the principal dwelling structure or accessory structure.
- B. The home occupation shall be carried on by members of the family and no more than one non-family employee is permitted.
- C. No exterior displays or signs or other advertising materials shall be permitted, except as allowed under Section 1970 of these regulations.
- D. No exterior storage of materials shall be permitted.
- E. No traffic shall be generated in greater volumes than would normally be expected in the neighborhood.
- F. No objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat or glare shall be produced by the home occupation.
- G. Parking shall be provided off-street and shall not be located in front yards.
- H. The home occupation activity shall not utilize more than twenty five (25) percent of the total area of the dwelling including attached garages and other attached structures.
- I. The home occupation is a use regularly conducted in residential areas elsewhere in the Town of Shelburne; alternatively, the home occupation is a use regularly conducted in other locales having similar housing types, densities, and features.

If you have any questions regarding whether your proposal would comply with these requirements, discuss your concerns with Planning and Zoning staff. Also that other Town bylaw requirements, such as those relating to lighting and signage, could have an impact on your home occupation.

Applications must be filed using forms and related materials prepared by staff of the Planning and Zoning office. In general, applications will not be acted upon unless or until they are complete. Applicants may request a conference with the DRB Administrator or another staff member to review the application materials and determine whether the application is complete. Application materials shall be submitted to Planning and Zoning staff 24 hours prior to the Filing Conference.

If the application is found to be complete, a decision will be made within 30 days. Any permit issued may indicate that approval is conditioned on compliance with all standards contained in the zoning bylaw.

SUBMIT