

Application Date ___/___/___

Permit Number _____

Town of Shelburne, Vermont Home Occupation Permit

- Contact the Planning and Zoning office with any questions. 264-5032 or 264-5033
- Home Occupation Permit Fees: \$75 + \$15 recording fee
- Total Fees: \$90

A

Applicant Information:

Applicant Name: _____

Applicants Address: _____

Applicant Phone (preferred phone #): _____

Applicant Email: _____

Home Occupation Name: _____

Type of Business: _____

B

Property Address: Address of Home Occupation

Address: _____

Tax-Map #: ___ - ___ - ____ . ____

C

Brief Description of Home Occupation:

D

Office Use Only

Total Fees: _____	Check # _____	Date Pd _____/____/____
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E

Signature of Applicant: _____

Date _____

F

Project Info:

Size of Home (square feet) and attached garage: _____

Area to be used by home occupation: _____

Total # of employees: _____

non family employees: _____

Existing parking spaces: _____

Proposed Parking Spaces: _____

Parking Surface: _____

Stopping sight distance at access (ft): _____

Hours of operation: _____

Days of operation: _____

Max. # of daily vehicle trips: _____

Will business have sign? Yes No
If yes, a sign permit will be required

General Questions:

Do you understand the limits under which home occupations must operate in Vermont?

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 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 indication 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 or the residential area in which the dwelling is located

Home Occupation requests are subject to Zoning review and approval, the "Home Occupations Plot Plan" submitted with this application may 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 of 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 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 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 until they are complete. Applicants may request a conference with the DRB Coordinator or another staff member to review the application materials and determine whether the application is complete. Application materials shall be submitted to the 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.