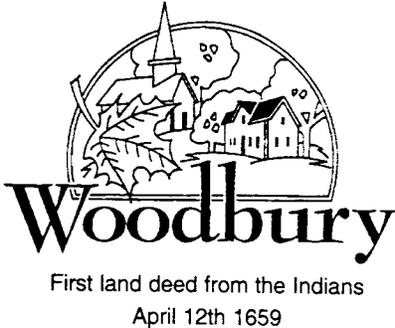


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**FEE**  
**\$90.00**  
 \*Includes \$60.00  
 State Fee

# Home Occupation Permit Application

For Home Office or Minor Home Occupations  
 \*Major Home Occupations Require Special Permit Application



**Permit Number:**

**Address:**

**TOWN OF WOODBURY**  
 281 Main Street South  
 Woodbury, Connecticut 06798-0369  
 Land Use Office: 203-263-3467

Zone:  R-40  OS-60  OS-80  OS-100  GA  MSD  PI  EE  MQ

***Please have Signatures from Departments Listed Below Before Submission to the Land Use Office.***

REQUIRED SIGNATURES		
Department	Date	Signature/Comment
Pomperaug Health District		
Building Official		
Assessor		
Fire Marshal		
Town Clerk		

**Type of Home Occupation:**  Home Office  Minor Home Occupation

Date: \_\_\_\_\_ Zoning Permit Number \_\_\_\_\_

Property Address: \_\_\_\_\_

**Map No.** \_\_\_\_\_ **Lot No.** \_\_\_\_\_

Name of **Applicant:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Name of **Owner:** \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

*If different from Property Address Above*

**Detailed Description of Business to be Conducted at this Location:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Business will be Conducted in:**

- Principal Building  Single Family Dwelling  
 Accessory Building  Two-Family Dwelling

**Percentage of Floor Area to be Used for Said Business** (Not to Exceed 50%) \_\_\_\_\_

**Site Plan Showing Parking & Outside Uses Attached**  **Detailed Floor Plan Attached**

**Number of Vehicles Associated with the Home Occupation to Visit the Site Per Week:** \_\_\_\_\_

**Signage:**  **Yes**, signage is required. Attached is a scaled drawing of proposed sign.  
 **No**, signage is not required.

Signature of **Owner:** \_\_\_\_\_

Signature of **Applicant:** \_\_\_\_\_

Approved  Denied \_\_\_\_\_

*Reason for Denial (if applicable); List Section of Regulations*

Approval Signature: \_\_\_\_\_

Town Planner or Land Use Enforcement Officer

Date

## **APPLICABLE REGULATIONS (Effective September 1, 2016)**

### **4.1.3.1 Standards**

The following standards and requirements shall apply to all Home Occupations:

- A. There shall be no external evidence of the home occupation, other than as specifically permitted.
- B. This regulation shall not apply to farms.
- C. Home Occupations may occupy an aggregate area in the dwelling and/or accessory building up to fifty percent (50%) of the floor area of the principal building.
- D. Off street parking shall be provided to accommodate the needs of both the home occupation and the residence. Parking shall be properly graded and drained.
- E. No finished goods or materials, except those products ancillary to the home occupation, shall be shipped to the home occupation location for resale.
- F. At time of application the following information shall be submitted:
  - i. A detailed site plan indicating location of proposed parking, how parking will be graded, surfaced and drained.
  - ii. A detailed floor plan indicating location and area of all interior business uses.
  - iii. A detailed narrative regarding the proposed home occupation including, but not limited to, hours of operation, number of employees, nature of business, method of deliveries to the home, anticipated number of motor vehicles that will visit the business weekly, number and types of vehicles and equipment associated with the business as well as submittal of copies registrations of vehicles associated with the business that will be stored on the subject property.
  - iv. Details regarding any outside use of the property.

### **4.1.3.2 Home Office**

Use of a portion of a residence or accessory building for a home business or professional office by residents of the property is permitted subject to the following additional standards and issuance of a zoning permit:

- i. No non-resident employees
- ii. Maximum of 35 motor vehicles associated with the Home Office to visit the site per week.

### **4.1.3.3 Minor Home Occupation**

Use of a portion of a single family or two family residence or accessory building for the production of homemade goods and merchandise, homemade and home-grown foods and food products by residents of the property is permitted subject to the following additional standards and issuance of a zoning permit.

- i. No non-resident employees
- ii. Maximum of 35 motor vehicles associated with the Minor Home Occupation to visit the site per week.