

CASE NO \_\_\_\_\_

**TOWN OF ELIOT  
HOME BUSINESS PERMIT APPLICATION**

Date Submitted \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Property Owner \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

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

Map \_\_\_\_\_ Lot \_\_\_\_\_ Size (acres) \_\_\_\_\_

Zoning District?          Village          Rural          Suburban

Non-conforming lot? Yes    No

Home business located in a non-conforming structure? Yes    No

Establish your legal interest in the property. Attach a copy of the deed, purchase and sales agreement, tax records, or signed lease.

Describe the business and its operation

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

What permitted use as listed in the Table of Land Use (Section 45-290) are you applying for? (*note: cannot be "home business" or "home occupation"*) If your proposed use is not listed, which one is it most similar to?

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

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Property owner Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Application received by PA** \_\_\_\_\_ **Date** \_\_\_\_\_

**Complete the attached checklist to see if your application complies with the ordinance and return to the Planning Assistant with ten (10) copies of application and plans and a fee of \$150.00 for advertising and public hearing expenses.**

## Eliot Planning Board Home Business Checklist

Please explain how your proposed Home Business meets the ordinance requirements by filling in the blocks below.

### Sec. 45-456. Home Businesses.

Home Businesses are uses that provide space for commercial activity that is in scale and character with neighborhoods and areas that are primarily residential. Home Businesses must comply with the following requirements:

Item	Section 45-456 Requirement	Explain how your proposal meets this requirement
1.	<p><b>a.</b> The Home Business must be clearly secondary to the residential use of the property. This means that there must be a dwelling unit on the property, and the dwelling unit must be occupied by an owner of the Home Business during the months of the year that the business is in operation. (As used in this paragraph, the term owner includes a principal of a corporation, limited liability company or other legal entity that owns a business.)</p>	<p>Provide a statement concerning your relationship (owner, renter) to the dwelling unit on the property. Provide the months of the year that you occupy the dwelling unit on the property.</p>
2.	<p><b>b.</b> The Home Business cannot exceed 1500 square feet in total area. The total area includes all portions of all structures used to support or conduct the Home Business.</p>	<p>How many square feet are you planning to use?</p>
3.	<p><b>c.</b> All structures used as part of a Home Business must meet minimum yard and set back requirements for principal structures.</p>	<p>Provide a sketch showing the outline of the property and of all structures on the property, dimensions of the property and of all structures, and dimensions from all structures to the lot lines.</p>

4.	<p><b>d.</b> Any use that is not listed in the Table of Land Uses, Section 45-290 may be permitted as a Home Business provided the following requirements are met:</p> <p style="text-align: center;"><b>(1)</b> The applicant must provide a rationale, acceptable to the Planning Board, substantiating that the proposed use is similar to a permitted use as allowed in the applicable zoning district.</p> <p style="text-align: center;">AND</p> <p style="text-align: center;"><b>(2)</b> The application must be approved by a concurring vote of at least three members of the Planning Board as being similar to a use listed in the Table of Land Uses as allowed in the applicable zoning district.</p>	Is your proposed use in the land use table? If not, why do think it is similar to a use that is listed?
5.	<p><b>e.</b> At least one person engaged in the Home Business use must occupy the dwelling unit.</p>	Provide a list of the occupants of the dwelling unit who will be engaged in the Home Business ?
6.	<p><b>f.</b> No more than two persons not occupying the dwelling unit shall be employed on site in the Home Business.</p>	In addition to persons dwelling on the site, how many others will be employed in the Home Business?

<p>7.</p>	<p><b>g.</b> A Home Business may engage in selling of merchandise and products as follows:</p> <p>(1) On-site sales of merchandise and products that are created, grown, built, or substantially altered as part of the Home Business.</p> <p>(2) On-site sales of merchandise and products that are customarily incidental to the services or products provided by a Home Business.</p> <p>(3) Off-site, phone, mail, and internet, or similar sales of merchandise and products.</p> <p>(4) On-site wholesale distribution of merchandise and products to dealer/sales representatives who sell the merchandise and products off site.</p>	<p>Will you be selling merchandise or products as part of the Home Business? If so, describe the merchandise and products and how they will be sold .</p>
<p>8.</p>	<p><b>h.</b> Parking shall not exceed four spaces in addition to the spaces required for parking by occupants of the dwelling unit. Parking must meet setback requirements with the exception of two spaces that may be allowed within the front setback only.</p>	<p>How many parking places will you have in addition to those needed by persons residing at the dwelling unit? (Show it on the sketch)</p>

9.	<b>i.</b> Sign dimensions must meet Sec. 45-405 residential (non-commercial) requirements.	Are you going to have a sign? If so, how big will it be?
10.	<b>j.</b> Storage of material associated with the Home Business use and any other external evidence of the business, must be located or screened such that it is not visible from the street or neighboring residences. Signage, lobster traps, boat storage (in accordance with Home Businesses, Water Dependent) and one business related van, pickup truck, or passenger car shall be exempt from screening requirements.	Describe how all external (outside) evidence of the business will be screened from the street and neighboring residences. Describe all business-related vehicles.
11.	<b>k.</b> Application must identify how all fluids, solids, and gases unique to the business are going to be used and stored. Location and quantity of highly flammable or explosive liquids, solids, or gases shall be identified on the application and referred to the Eliot Fire Chief for review and comment. Material Safety Data Sheets (MSDS) shall be provided by the applicant as required by the Planning Board.	Provide a list of all fluids, solids, and gases that will be used in conducting your business. Describe how these materials will be used, where they will be stored, and the expected quantity.