



TOWN OF THOMPSON

Planning and Zoning
Department Forms

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HOME OCCUPATION APPLICATION

APPLICATION # _____ DATE _____

Name _____

Address _____

Phone _____ Email _____

Business Name _____

Type of Business _____

The following information is available on your property card from the Assessor's office

Please pull your property card from the Assessor's office and attach to the application

Must be filled out by Applicant

Map _____	Block _____	Lot _____	Zone _____	Acres _____
Book _____	Page _____	Property Owner _____		
Address _____				
<u>If applicant is not the property owner please submit a letter of approval to conduct the Home Occupation Business from the homeowner</u>				

ZONING ENFORCEMENT OFFICE TO COMPLETE

Date of Site Visit _____ Date of Approval _____ Date of Permit _____

FEE- \$100.00 - Paid _____ Check # _____ Cash _____ Receipt # _____

ZEO Signature _____ Date _____

Criteria for Home Occupation Permit Approval

Town of Thompson Zoning Regulations,

Article 5, Special Provisions, 5A Uses, Section 1

A. Home Occupations

1. The purpose of these regulations is to provide economic opportunities in all districts by permitting the operation of small businesses which are capable of co-existing with residential uses, without undue adverse effects on the quality of life, environment, aesthetics and property values of the District.

2. A Home Occupation Application shall be filed with and approved by the ZEO. Activities which the ZEO determines to be questionable under the standards of a home occupation may be presented to the Commission, upon recommendation of the ZEO, for approval.

3. Home occupations meeting the following standards of operation shall be permitted:

_____ a. The house shall be the primary residence of the business owner (the applicant)

_____ b. Activities or storage associated with the home occupation shall not take place outside the residential structure or a fully enclosed accessory building.

_____ c. Not more than 65% of the floor space of the primary residence shall be used for the business. If activity related to the home occupation takes place in an enclosed accessory building, 100% of the floor space may be used for the business.

_____ d. Interruption, congestion or change to the character of the neighborhood in terms of appearance, noise, traffic, vehicular parking and employee/customer congregation resulting from the operation of the home occupation shall be minimized. An applicant shall be required to provide a statement detailing any such anticipated changes, subject to review and approval by the ZEO.

_____ e. Changes to the outside appearance shall be minimized, and shall be consistent with a residential structure, other than one non-illuminated sign no more than four square feet in size.

_____ f. A separate entrance may be added to accommodate for the home occupation, provided it would be consistent with a residential structure, subject to approval by the ZEO.

_____ g. No on-street parking shall be permitted in association with the home occupation. Off street parking shall be provided to accommodate all parking needs of the home occupation. The Commission may limit the number of parking spaces allowed where it is determined necessary to limit the volume of traffic.

_____ h. Solid waste generated by the home occupation shall not substantially exceed that which would normally be generated by residential use. Any such solid waste generated shall be screened from view from the street and neighboring properties and shall be disposed of at minimum on a weekly basis by means of a private hauler or at the Thompson Transfer Station according to their schedule and guidelines. Activities resulting in hazardous or toxic wastes are prohibited.

4. Equipment or processes used in the home occupation which generate noise, vibration, glare, smoke, fumes or odors shall be minimized. Any such processes and related equipment shall be screened from view from the street or neighboring properties and shall only be in use between the hours of 8 a.m. and 8 p.m. Activities resulting in known hazardous or toxic fumes are prohibited.

5. Not more than three total persons, other than persons residing on the premises, shall be engaged or employed on the premises in such occupations. There is no limitation on the number of remote employees who may be engaged in the home occupation, provided they are not physically employed at the home site.

6. Any licenses or permits required by local, state or federal agencies for a proposed home occupation use shall be submitted with the application as a condition of approval.

7. Following approval of the permit, the applicant shall register the home occupation as a Trade Certificate with the Thompson Town Clerk.

8. The permit for the home occupation shall automatically terminate when the applicant no longer resides in the dwelling unit

9. In the case the applicant is not the owner of the resident a letter signed by the owner and notarized must be provided stating that:

1. The owner has no objections to the use of the property for this purpose
2. The owner has been made aware of the request
3. An acknowledgment that the owner shall be responsible for bringing the proposed home occupation into compliance if found in violation with amended regulations.

10. All signs two (2) square feet shall in area of maximum shall conform to Article 5 B, Section 6 Signs of the Town of Thompson Amended Zoning Regulations.

Applicant's signature

Date