

# HOME BUSINESSES

You should register your Business Name with the Haddam Town Clerk's Office.

If your answer is **NO** to **ALL** of the following questions, you **do not need** to complete any applications in the Land Use Office.

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## **QUESTIONS:**

1. Is there any external change to the residence ?
  2. Are there any employees who do not reside in the home ?
  3. Are there any signs ?
  4. Are there any commercial vehicles ?
  5. Are there frequent or major deliveries ?
  6. Do customers or client come to the home ?
  7. Are any waste products disposed on site (except waste incidental to residential use)
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If your answer is **YES** to **ANY** of the above questions, you need to complete a **Site Plan Review** Application and your Application will be reviewed by the Planning and Zoning Commission at their bi-monthly meeting.

Please see the Haddam Town Planner for Application forms and Requirements, and to be scheduled for a hearing by the P&Z Commission.

You must also post a Planning and Zoning Application yellow sign 10 days prior to the date of the Hearing by the Commission. There is a \$ 75.00 Sign Deposit, which will be returned when the sign is returned.

Sufficient time must be allowed between the application date and the hearing date to allow a legal notice of the Hearing to be published in the newspaper.

Depending on the use, the Health Department (Chatham Health District) may require applications and fees.

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| <b>Town of Haddam --- \$ 150.00 Site Plan Review Application Fee + Legal Notice Fees</b> |
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## 23.8 Home Businesses

A. Home Occupations without a permit. A home occupation may be carried on in residential premises without a zoning permit if:

1. The business is carried on only by residents of the dwelling;
2. There is no exterior evidence of the business including signs or vehicles;
3. The business shall not involve substantial deliveries of products or materials to the dwelling;
4. No visitors or customers appear on site;
5. No waste products are disposed on site, except sanitary waste incidental to residential use; and
6. There is no structural modification to the building.

B. Home Occupations with a permit

A home occupation may be carried on in a residential premise after obtaining a permit from the Planning and Zoning Commission subject to the following:

1. The occupation must be carried on by a resident of the premises and not more than one (1) non-resident employee on the premises and must be clearly secondary to residential use. If the resident is not the owner of the property, the application shall be co-signed by the owner.
2. The total floor area utilized by the home occupation shall not exceed 25% of the total feet area devoted to residential use or 500 square feet in area whichever is less; i.e., if the space devoted to residential use equals 1,000 square feet then 250 square feet of the 1,000 square feet may be used for the home occupation. The site plan submitted by the applicant shall provide a dimension drawing of the floor area of all buildings to be used for the home occupation.
3. There shall be no external evidence of the operation of the home occupation except for parking when deemed necessary by the Commission and a single non-illuminated sign. The necessary parking shall not exceed two extra parking places. The single sign shall not exceed two (2) square feet in area.

4. The home occupation shall not create objectionable appearance, noise, smell, smoke, illumination, vibrations, radio or television interference or any other objectionable condition which might have deleterious effects on the neighborhood.
5. In reviewing applications for home occupations, the Commission shall consider the potential hazards produced by increased traffic generation and the potential effects of such uses on the residential character of the area and property values.
6. Parking of commercial vehicles related to the home occupation shall be made in accordance with the applicable provisions of Section 21 as they apply to the zone where the home occupation is located.
7. The application for a home occupation shall include proof that notification has been given to all owner of properties within 200 feet of the lot lines of the subject lot.
8. The permit shall be valid only for the applicant(s) and is not transferable. The site of the permit shall be visited not less than every two years by the Zoning Enforcement Officer to check for conformity with these regulations and any conditions of the permit.
9. The permit may be limited by the Commission as to hours of operation and/or duration of permit or with such other restrictions or conditions for termination as the Commission may feel necessary to protect the public health, safety, convenience, or property values.
10. Any permitted home occupation is subject to revocation if any condition of the permit is violated. The Zoning Enforcement Officer shall give a written warning upon discovery of the first such violation. Fifteen calendar days shall be allowed for correction of the violation. Any further violation(s) shall be reported to the Commission for action. The permit holder shall be asked to appear before the Commission and if it is found that there is a violation of any condition of the permit, the Commission may revoke said permit. Each successive day, after the fifteen days allowed for correction, shall be considered a separate violation for the purpose of this section.

11. If the permit is revoked for cause, no new application for that site shall be accepted until 12 months have passed from the date of such revocation.

C. Any permitted home occupation use shall terminate:

1. By order of the commission issued upon application therefore by the original resident applicant or by the owner of the property concerned;
2. If the use authorized thereby shall not have actually existed (without regard to any intent to abandon or resume) for a period of one year from the date of cessation or from the effective date of the grant of such permit, whichever is later;
3. If the use authorized thereby is abandoned;
4. Upon the happening of any event or the expiration of any period of time prescribed by the terms of such permit;
5. If the original applicant(s) of the home occupation no longer lives on the property.

D. The authorization of a permitted home occupation use shall not terminate if the pertinent use ceases by reason of fire or other casualty, provided that:

1. Notice of intent to resume or restore such use is filed with the Zoning Enforcement Officer within six months after cessation;
2. Such resumption or restoration is made and completed within two years after cessation.