



Application for Home Occupation

Date Received: _____
Fees: _____
Date Approved: _____
Date Denied: _____
Authorized by: _____

Property Address: _____

(Must Be Completed)

Property Owner's Name: _____

Day Phone: _____

Email: _____

Type of business: _____

Name of business: _____

Gross floor area of home: _____ Gross floor area of all accessory structures: _____

Floor area used for home occupation: _____

of employees: _____ # of students at one time: _____

of vehicle trips per day associated with business: _____ (arrival & departure are separate trips)

Sign: ☐ Yes ☐ No Area in sq. ft.: (4 s/f max.) _____ (**separate sign permit required**)

APPLICANT'S CERTIFICATION:

- I have received and read the Town of Glenville's Home Occupation requirements. I agree that the above stated information is true and accurate.

SIGNATURE OF PROPERTY OWNER: _____

DATE: _____

NOTES:

**Town of Glenville
Supplemental Information
Zoning Ordinance Requirements**

Home occupations

A. Purpose. The intent of this section is to accommodate small-scale owner-occupied businesses, trades or professions within residential areas. However, in accommodating such activities, it is the intent that there be no appreciable degradation of the character of residential neighborhoods in which these activities occur.

B. Specific regulations. Home occupations are permitted by right in RA, SR, RM, and PR Districts, provided the occupation meets all of the following conditions:

(1) A home occupation shall be deemed to include the following:

(a) The office of an engineer, lawyer, architect, certified public accountant or other similar professional occupations (with the exception of physicians and dentists) which do not generally involve a significant amount of parking demand or client turnover, and in which such office may only employ one person in addition to that resident individual engaged in the home occupation; and

(b) A craft shop, an artist, dressmaker, teacher and tutor, in which no person other than that resident individual engaged in the home occupation will be employed.

(2) The home occupation must be clearly incidental and accessory or secondary to the residential use of the property.

(3) In the event that the home occupation involves teaching, tutoring, or similar personal instruction and/or care, no more than two students or clients will be permitted in the dwelling at any one time.

(4) In no case will more than one person, in addition to that resident individual engaged in the home occupation, be employed at any one time.

(5) No more than 15% of the gross floor area of the dwelling unit nor 20% of the gross floor area of the dwelling unit and accessory structures will be used in the operation of the home occupation.

(6) There will be no change in the outside appearance of the building or premises, or other visible evidence of the conduct of such home occupation other than one sign, nonilluminated and not exceeding four square feet in area.

(7) No additions or alterations to the residence's driveway or parking area will be permitted in association with the home occupation.

(8) No more than 40 vehicle trips per day will result from the operation of the home occupation. For the purposes of this chapter, an arrival counts as one vehicle trip, as does a departure.

(9) No equipment or process will be used in such home occupation that creates noise, vibration, glare, fumes, odors, or electrical interference above and beyond what is expected of a typical single-family home.

(10) Prior to starting a home occupation, the homeowner must apply for and receive a home occupation permit from the Building Department. The fee for a home occupation permit will be in accordance with the fee schedule for the Town of Glenville.