



HOME OCCUPATION USE PERMIT APPLICATION TOWN OF GRAY MAINE

For Office Use Only
 Permit No: _____
 Date Submitted: _____
 Date Paid/Initials: _____
 Amount Paid: _____

PERMIT FEES ARE \$100 OR DOUBLED (WHICHEVER IS HIGHER) IF BEGUN PRIOR TO ISSUANCE OF PERMIT

Property Location/Address	Property Map/Lot	-	-	-
Zoning District	Lot Acreage			
Number of Dwelling Units	Required Setbacks	Front	Rear	Side
Owner Name	Deed Reference			

APPLICANT

Name	Email Address
Mailing Address	Cell Phone Number
Mailing City/State/Zip	Alternate Phone Number
Contractor Name (if applicable)	Contractor Phone Number

HOME OCCUPATION

Approximate Dimensions of Residence	_____ X _____ = _____
Approximate dimensions of space used for Home Occupation	_____ X _____ = _____

Thorough description of business to be conducted on premises (or attach letter/memo):

PLEASE SEE REVERSE OF THIS FORM FOR RELATIVE EXCERPTS FROM THE CURRENT ZONING ORDINANCE!

I the applicant have been provided with a copy of the relative excerpts from the current Zoning Ordinance for my own records. I understand that it is my responsibility to comply with the requirements set forth in the Ordinance. Furthermore, I attest that the submitted information on and attached to this form is true and accurate to the best of my knowledge.

Applicant Signature	Date
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PLANNING BOARD AND/OR CODE ENFORCEMENT OFFICER APPROVAL

Signature of CEO, Tom Reinsborough	Date	Conditions (if any)
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DEFINITION: SEE PAGE 11 OF ZONING ORDINANCE

Home Occupation: A home occupation is defined as an occupation or business activity which results in a product or service and is conducted in whole or in part in the dwelling unit or accessory structure.

402.7.2 HOME OCCUPATIONS - SEE PAGE 40-41 OF ZONING ORDINANCE

A. Intent and Purpose

Home Occupations when managed conscientiously and with respect for the neighborhood in which they are situated can offer benefits to both the proprietors and the community, and a productive alternative to the formally structured traditional workplace. Consequently, it is the intent and purpose of this Ordinance to produce liberal, flexible standards for the establishment and maintenance of home occupations, while simultaneously providing the town with a mechanism in which to monitor and regulate their use.

B. Home Occupation Requirements:

A home occupation shall conform to the following requirements:

1. The home occupation shall be carried on primarily within the principal structure or accessory structures.
2. The home occupation shall be carried on by a member or members of the family residing in the dwelling unit. One employee, who is not part of the family residing in the dwelling unit shall be permitted.
3. The home occupation is clearly incidental and secondary to the use of the dwelling unit for residential purposes.
4. There shall be no exterior storage of materials and no other exterior indication of the home occupation or variation from the residential character of the principal building, except such signs as are permitted.
5. There shall be no more than two (2) commercial vehicles kept outside the garage overnight.
6. Objectionable conditions such as noise, vibration, smoke, dust, electrical disturbance, hazardous materials, odors, heat, or glare shall not be generated.
7. Hours of operation shall be reasonable and normal for residential areas.
8. No traffic shall be generated by such home occupation in greater volumes than would normally be expected in the neighborhood.
9. In addition to the off-street parking provided to meet the normal requirements of the dwelling, adequate off-street parking shall be provided for the vehicle of each employee and the vehicles of the maximum number of users the home occupation may attract during peak operation hours.
10. No more than fifty (50%) percent of the floor area of a residence and an accessory building shall be used for a home occupation.
11. Retail sales are limited to the sale of products or goods produced, fabricated or substantially altered on the premises as a result of the home occupation. This may include products that are not fabricated on the premises as defined above, but which are customarily incidental to the product created by the home occupation.
12. Retail businesses such as restaurants, new or used car sales, auto repair garages, auto body shops, and auto service stations shall not be considered home occupations.
13. The size and number of signs used in connection with a home occupation shall be determined by the sign ordinance.