Town of Essex
PERMITTED HOME OCCUPATION APPLICATION

a) Fill out the attached questionnaire and pay application fee.
b) Provide floor plan of dwelling and indicate the square footage of the dwelling and area of home or accessory building to be used.
c) The Zoning Administrator may require additional information if needed to make a proper evaluation in a case by case basis.

PERMITTED HOME OCCUPATION QUESTIONNAIRE

GUIDELINES: Please fill out the information requested on this form. To help you with your application, attached you will find a copy of the Home Occupation Regulations (Section 25.11) from the Zoning Regulations. Your application will be judged on this information can criteria plus any additional information required by the Zoning Administrator.

Date: __ / ___ / ___

Zoning District:

Landowner’s Name: ________________________________________________________________

Applicant’s Name: ________________________________________________________________

Address of Home Occupation: _____________________________________________________

Name of Home Occupation: _______________________________________________________

I. TYPE OF USE

1. Nature of the Home Occupation ______________________________________________________

2. Does the Home Occupation include retail sales? □ Y □ N
   As the primary use? □ Y □ N Secondary to other uses(s)? □ Y □ N
   Will the Home Occupation produce any objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat, or glare? Specify:

   __________________________________________________________

II. USE OF PROPERTY

1. Is the primary use of the property as a residence for the applicant? □ Y □ N

2. Lot size: ______________________ Road Frontage: ______________________

3. Number of buildings on property: _____________________________________________
   Total finished square footage of home: _________________________________________

4. Building(s) to be used: Existing? __________ New? ____________________________

5. Square footage of Home Occupation:
   Office: __________________________ Inside House: ____________________________
   Working Area: ______________________ Inside Other Bldgs: _____________________
   Storage: __________________________ Outside: ________________________________

_________________________
III. METHOD OF OPERATION
1. Number of employees: Family ________________ Non-family ________________
2. Hours of operation: ________________ Days of Week: ________________

IV. TRAFFIC AND PARKING
1. Projected traffic ____ Cars per day ____ Trucks per day ____
2. Parking: Applicant’s vehicle(s) stored outside: __________________________

V. SIGN
1. Is a sign being requested? □ Y □ N
   If so, maximum permitted size is 3 square feet. Size: ______________________

VI. MAP
1. Neat ruler drawing showing size of building and floor plan indicating area to be used.
2. Submit photographs of all sides of the building.
3. Submit a brief narrative describing your business.
TOWN OF ESSEX, VERMONT
ZONING PERMIT APPLICATION
FOR PERMITTED HOME OCCUPATIONS

Applain Period Expired: ___ / ___ / ___  Permit # ________________
Date: ___ / ___ / ___  Application Fee: $95 ______
Applicant’s Name and Address: ____________________________________________
______________________________________________________________________
Type of Home Occupation: _______________________________________________
Phone Numbers: Home: __________ Work: __________ Cell: __________
Zoning District: __________ Tax Map, Parcel, & Lot:  2 - ______ ______ ______

The undersigned hereby applies for permission to operate a Home Occupation pursuant to
Section 25.11 of the Zoning Regulations.

Applicant’s Signature ___________________________________________________
Approved on: ___ / ___ / ___  Denied on: ___ / ___ / ___
(See attachment for conditions of approval or reasons for denial.)

By: ________________________________
  Zoning Administrator

Any interested person may appeal the decision of the Zoning Administrator to the Zoning Board
of Adjustment within 15 days of permit issuance. Commencing construction or operations within
this 15 day appeal period is prohibited by law.

This permit is valid as long as you continue your business at the location you applied for and
you do not alter the use in which you applied for.