

**BELMONT PLANNING BOARD  
HOME OCCUPATION DETERMINATION**

**APPLICATION INSTRUCTIONS**

These instructions and the attached application form are to be used for a determination as to whether a proposed use meets the Zoning standards to be allowed as a Home Occupation. This is an administrative review and does not require appearing before the Planning Board.

**Review Process**

- Submit completed application to Land Use Office – answering all questions and providing all required information will speed the review process.
- The proposal will be reviewed by staff to determine if it meets the definition of a Home Occupation found in the Zoning Ordinance (below).
- A written determination will be provided to you on the findings.

If a use is determined to be a Home Occupation, as defined by the Zoning Ordinance, no further review or permits for the use are necessary. However, all other applicable permits must be obtained. Depending on the proposal these may include a sign permit, building/electrical/plumbing permits for any renovations, etc.

**Belmont Zoning Ordinance**

**Article 4B. HOME OCCUPATIONS**

Any home occupation shall be permitted in all zones subject to the following conditions:

1. A home occupation is clearly an accessory use of the property. Home Occupations shall include such uses as offices for an engineer, doctor, architect, lawyer or other recognized profession or for a real estate or insurance business. It shall also include such home occupations as hairdressing, dressmaking, manufacture of craft or food products for sale.
2. The home occupation is carried on by not more than four persons at least one of which shall be a resident of the property.
3. The home occupation shall be carried on only within the principal or accessory structure, and there shall be no commercial interruption of the residential appearance of the area.
4. A home occupation shall be allowed one sign.
5. Operations which are abusive to the residential atmosphere or that cause interference with radio or television reception or than generate undue noise shall not be allowed.
6. A home occupation shall not display or create any evidence of the operation of the home occupation outside the building except for the permitted sign.
7. No more than two Home Occupations shall be established on a lot at one time. However, the total number of persons, including residents, carrying on the Home Occupation(s) shall not exceed 4 per lot.
8. Home occupations shall not utilize more than a total of 1,000 square feet of the principal and/or accessory structure.

**BELMONT PLANNING BOARD  
HOME OCCUPATION INFORMATION**

**MUST BE TYPED OR PRINTED LEGIBLY IN PEN**

*Land* Owner: \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

*Home* Owner: \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

*Home Occupation Owner:* \_\_\_\_\_ Tele: \_\_\_\_\_ e-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_ Tax Map & Lot #(s): \_\_\_\_\_

(Street name/#, Unit #, Etc.)

Describe proposed Home Occupation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name/Number of other Home Occupations that already occur on the property: \_\_\_\_\_

Days/Hours of Week Operating: \_\_\_\_\_

Number of persons on site engaged in Home Occupation: \_\_\_\_\_

What type of structure will be used: \_\_\_\_\_

What is the square footage within the structure that will be used: \_\_\_\_\_

What activities will occur within structure: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Occupation Application (Cont.)

Will any areas outside of a structure be used? \_\_\_\_\_

If so, describe area, size and activities: \_\_\_\_\_

\_\_\_\_\_

Describe any proposed repairs/modifications/expansions: \_\_\_\_\_

\_\_\_\_\_

Describe anticipated related deliveries to the site (number, frequency, type of carrier, etc): \_\_\_\_\_

Describe proposed signage (permit required): \_\_\_\_\_

\_\_\_\_\_

Include sketch of property showing areas to be used.

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**STATEMENT OF ASSURANCE**

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/or regulations of the Town of Belmont. I authorize the Members of the Board or their staff to enter onto my property and take both land and aerial photos for the purposes of this review.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Business Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (if different)