

**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 that 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 Land Use Fee Schedule**

		Fees	Multiplier	Due
Building Permits				
After-the-fact building permit amounts doubled for first offense; tripled thereafter. Fees refundable only on denial of permit. Fees due upon application. No fee for structures =<18sf.				
A.	Single and Two-Family Dwellings (per sf of footprint)	0.20		
B.	Apartment Conversion (of existing space w/in an existing dwelling)	75.00		
C. 1.	Manufactured Home	100.00		
2.	Recreational Vehicles placed on a lot or site for use (over 320 square feet) (per square foot)	0.10		
D.	Multi-Family Dwellings (per unit)	125.00		
E.	Residential Open Deck (any size) & Accessory Structure < 300 sf			
1.	Permit Fee	25.00		
2.	Per sf over first 100sf	0.03		
F.	Residential Enclosed Addition (any size) & Accessory Structure => 300 sf			
1.	Permit Fee	50.00		
2.	Per sf over first 100sf	0.05		
G.	Pool	25.00		
H.	Commercial & Industrial & Institutional (Primary, Accessory & Footprint Additions)			
1	Per square foot	0.20		
I.	Alterations/Renovations w/in existing footprint/useable space			
1.	Permit fee (Commercial, Industrial, Institutional)	25.00		
2.	Permit fee (Residential)	25.00		
3.	Per sf (Commercial, Industrial & Institutional)	0.20		
J.	Demolition*	25.00		
K.	Change of Use/Tenant Permit	25.00		
L.	Electrical Permit*	20.00		
M.	Mechanical Permit*	20.00		
N.	Plumbing Permit*	20.00		
Conceptual Meeting				
	Meeting Request Fee	0.00		
Design Review Phase Meeting				
	Meeting Request Fee	100.00		
Driveway Permits				
	Fee	20.00		
Home Occupation Review				
	Fee	0.00		
Notification Fee				
	Each Notification	10.00		
Scenic Road Work				
	Application Fee	150.00		
Sign Permits				
A.	Fee (Home Occupation Signs exempt)	25.00		
B.	Business Directional Signs			
1.	Application Fee (per sign)	50.00		
2.	Annual Renewal Fee (per sign)	25.00		
3.	Removal Fee (per sign)	50.00		
Site Plan				
A.	Residential	0.00		
1.	Residential Filing Fee	200.00		
2.	Residential per unit fee	50.00		
B.	Filing Fee - Commercial/Industrial (w/improvements/disturbance)	500.00		
	Per additional disturbed acre (above first)	200.00		
C.	Filing Fee - Commercial/Industrial (new or change of use w/no improvements)	200.00		
D.	Earth Excavation Fee (in addition to Commercial Site Plan Fee)	50.00		
Subdivision				
A.	Subdivision			
1.	Filing Fee	500.00		
2.	Per lot	100.00		
B.	Boundary Line Adjustment - Filing Fee	200.00		
C.	New/changed manufactured home park/campground/condo sites/units			
1.	Filing Fee	500.00		
2.	Per site/unit	50.00		
D.	Condominium conversions with no lot/physical changes			
1.	Filing Fee	300.00		
2.	Per site/unit	20.00		
Variance/Special Exception/Equitable Waiver/Appeal				
	Filing Fee	100.00		
Wetlands Applications - NH DES - (Town Fee)				
	Filing Fee	10.00		
	Postage - Certified Mail (Based on package weight)	TBD		
Other Fees				
A.	Land Use Ordinances and Regulations, each	5.00		
B.	Land Use Ordinance Book	50.00		
C.	Photocopies - 8.5"x11"	0.25		
D.	Photocopies - 11"x17"	1.00		
E.	Photocopies - up to 24"x36"	5.00		
F.	Original Plotter Prints - 11"x17"	3.00		
G.	Original Plotter Prints - up to 24"x36"	10.00		
H.	Copy of Public Hearing Tapes, Per Tape, When available	5.00		
I.	Master Plan	25.00		

*There is no charge for a Demolition, Electrical, Mechanical & Plumbing permit obtained as part of a Building Permit

**Submit copy of completed fee schedule along with payment

January 23, 2008

This page may be attached to a Regulation or Ordinance for the convenience of users, but is not to be considered a part of same.

**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.

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 for the purposes of this review.

Date

Signature of Business Owner

Date

Signature of Land Owner (if different)