

LITCHFIELD PLANNING BOARD

HOME OCCUPATION PERMIT APPLICATION

Important! Applicant must complete, sign and file six copies with the Planning Board along with the \$50.00 application fee and \$10.00 per abutter. In addition, all permitted home occupations must register with the Planning Board each year. Registration forms are mailed to home occupation permit holders each year. Applicants must submit the renewal form with a \$25.00 fee but need not appear before the Planning Board unless changes in the business have occurred.

Name of Applicant _____

Address _____

Phone Number and e-mail address _____

Owner of Property Name and Address _____

Owner's Phone Number _____

Tax Map # _____ Lot # _____ Zoning District _____

Proposed Business _____

Number of employees including owner _____

Square feet devoted to business _____ (Attach drawing of floor plan of home showing area intended for business use and layout showing driveway and lot dimensions.)

Parking Provision _____ Traffic Trips Generated (per week) _____ Show External Lighting _____

Will a sign permit be requested? Yes No (If yes, submit separate sign application.)

Are any home occupations already permitted at the site? Yes No If yes, explain. _____

Applicant's Signature: _____ Date: _____

Application Fee New Permit \$50.00 \$ _____

Abutter Fees \$10.00 x (the total number of abutter – including yourself) _____

TOTAL FEES _____

*****OFFICE USE ONLY*****

Date Received _____ Application Fee _____ Abutter Fees _____

Approved Denied (circle one) Reasons for denial _____

Signed _____ Date _____

Planning Board Chairman

