

Town of Bedford

HOME OCCUPATION APPLICATION



PLANNING BOARD
24 North Amherst Rd.
Bedford N.H. 03110
Tel. (603) 472-8104
Fax (603) 472-4572

MAP/LOT: _____
Date Received: ____/____/____
MUNIS No. _____

1. BUSINESS NAME: _____ ZONE _____
2. LOCATION: _____
3. Owner(s) / Applicant(s): _____
Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ E-mail: _____
4. Number of Employees: _____ Resident and _____ Non-Resident
If use is a daycare or other use which required students to be on the premises, indicate the number involved: _____
5. Describe the nature of the business to be conducted, including materials to be used, and products and/or services to be provided: _____

6. If business involves storage of goods or wares, where will they be stored? _____

7. Identify the hours of operation: _____
8. Will a sign be used to identify the business? _____ Yes _____ No
If yes, please attach a sketch including proposed location and dimensions
9. How many customers/clients do you expect will visit the property each week? _____
10. Submit a plot plan or photograph of the property, showing the driveway and area available for parking by customers.
11. Home occupations with non-resident employees or that may utilize large water or wastewater volumes, must submit a letter prepared by a licensed engineer or septic system designer stating that the septic system is adequate for the extra loading.
12. Square footage to be used for home occupation: _____
13. Names and Addresses of abutters (attach as a separate sheet).

I/We have read the Bedford Zoning Ordinance and the non-residential site plan requirements in the Land Development Control Regulations. I/We authorize the Town of Bedford Planning Board staff to access the property for inspection.

Applicant's Signature(s): _____ **Date:** _____

Owner's Signature(s): _____ **Date:** _____

- Please submit:
- Completed home occupation application
 - Sketch of proposed sign, including location and dimensions
 - Plot plan or photograph showing driveway and parking availability for employees and customers/clients
 - Abutters list (verified with the Assessing Department)
 - All required application fees

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Home occupations are required to comply with Section 275-21(F) of the Zoning Ordinance, summarized below.

All home occupations must comply with the following provisions:

- Not more than one commercial vehicle in connection with such home occupation shall be stored on the premises;
- No more than 650 square feet of the existing net floor area of the principal building, including any attached garage or barn, shall be devoted to such use;
- There shall be no display of goods or wares visible from the street; and
- The building and premises occupied shall not be rendered objectionable or detrimental to the residential character of the neighborhood.

Level I home occupations do not require a permit from the Planning Board as long as the following provisions are met:

- There shall be no non-resident employees;
- The use shall generate no additional vehicular traffic; and
- The home occupation shall not advertise with a sign on the premises.

All other home occupations shall be defined as Level II home occupations and shall require a home occupation permit hearing and approval from the Planning Board. The following provisions shall apply specifically to Level II home occupations.

- The home occupation shall be carried on strictly by the owner of the principal building, who shall also reside in said building. Should the owner move his/her residence, the home occupation must be discontinued within three months;
- No more than 2 non-residents shall be employed or otherwise engaged in the conduct of the business therein;
- A minimum of two off-street parking spaces shall be provided plus 1½ spaces per employee;
- If the home occupation is a daycare facility, no more than 12 children shall be permitted, and a minimum of 50 square feet of outside play area for each enrolled child shall be provided. No portion of the outside play area shall be located within 25 feet of the side or rear property lines. In addition, off-street parking must be provided for employees as well as dropoff and pickup of children must also be provided;
- Septic system design/capacity for home occupations that have any non-resident employees or that utilize large water or wastewater volumes, such as daycare facilities, hair salons and catering services, shall be verified in writing by a licensed New Hampshire septic designer or professional engineer; and
- A certificate of occupancy for the proposed use shall be issued by the Building Code Official to verify conformance with the preceding standards.

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SCHEDULE OF FEES FOR PLAN SUBMISSION



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Discussion (without plans)..... \$0.00

Re-advertise \$25.00

Administrative Approval

a) Base Charge \$100.00

b) Add: \$100.00 per 1,000 square feet (building additions only) \$ _____

TOTAL (add "a" + "b") \$ _____

Conceptual Plan

a) Base Charge \$50.00

b) Add: Abutter notification fee (current USPS fee for non-certified mail **per** abutter) \$ _____

TOTAL (add "a" + "b") \$ _____

Site Plan Renewal, Home Occupation, Sign Waiver

a) Base Charge \$100.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ _____

TOTAL (add "a" + "b") \$ _____

Conditional Use Permit

a) Base Charge \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ _____

TOTAL (add "a" + "b") \$ _____

Design Review Plan

a) Base Charge (per Planning Board Meeting) \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ _____

c) Add: Engineering review fee \$ _____

TOTAL (add "a" + "b" + "c") \$ _____

Site Plan Approval

a) Base Charge \$250.00

b) Add: Abutter notification fee (current USPS fee for certified mail **per** abutter)..... \$ _____

c) Add: \$100.00 per 1,000 square feet \$ _____

d) Add: Engineering, architectural, fiscal, traffic consultant fees for any special reviews deemed necessary by the Planning Board \$ _____

TOTAL (add "a" + "b" + "c" + "d")..... \$ _____

Effective Date: July 1, 1990
Re-adopted by Planning Board: August 31, 1998
Revised by Planning Board: September 8, 2003
Revised by Planning Board: October 1, 2012
Revised by Planning Board: February 23, 2015