

**Town of Bedford**

**HOME OCCUPATION APPLICATION**



**PLANNING BOARD**  
24 North Amherst Rd.  
Bedford N.H. 03110  
Tel. (603) 472-5243

Date Received: \_\_\_\_\_

1. BUSINESS NAME: \_\_\_\_\_ ZONE \_\_\_\_\_
2. LOCATION: \_\_\_\_\_ MAP/LOT: \_\_\_\_\_
3. Owner(s) / Applicant(s): \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ 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.*

**Owner's Representative Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note: The applicant or an authorized representative must be present at the scheduled Planning Board meeting(s).**

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## HOME OCCUPATION



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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.

Please submit:

- Completed home occupation application
- Narrative with detailed description of the business, hours of operation, parking and signage
- Sketch of proposed sign, including location and dimensions
- Plot plan or photograph showing driveway and parking availability for employees and customers/clients
- Abutters list (Abutters list should be certified as shown in the Town's Assessing records within 5 (five) days of filing the application).
- All required application fees

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**SCHEDULE OF FEES FOR PLAN SUBMISSION**



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**FEES WILL BE CALCULATED BY PLANNING DEPARTMENT STAFF WITH PAYMENT DUE AT TIME OF FINAL PLAN SUBMISSION FOR THE FOLLOWING:**

<b>Discussion (without plans)</b> .....	\$0.00
<b>Re-advertise</b> .....	\$25.00
<b>Administrative Approval</b>	
a) Base Charge .....	\$100.00
b) Add: \$100.00 per 1,000 square feet (building additions only) .....	\$ _____
<b>TOTAL</b> (add "a" + "b") .....	\$ _____
<b>Conceptual Plan</b>	
a) Base Charge .....	\$50.00
b) Add: Abutter notification fee (current USPS fee for non-certified mail <b>per</b> abutter) .....	\$ _____
<b>TOTAL</b> (add "a" + "b") .....	\$ _____
<b>Site Plan Amendment, Home Occupation, Sign Waiver, Time Extension for Approval</b>	
a) Base Charge .....	\$100.00
b) Add: Abutter notification fee (current USPS fee for certified mail <b>per</b> abutter).....	\$ _____
<b>TOTAL</b> (add "a" + "b") .....	\$ _____
<b>Conditional Use Permit</b>	
a) Base Charge .....	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail <b>per</b> abutter).....	\$ _____
<b>TOTAL</b> (add "a" + "b") .....	\$ _____
<b>Design Review Plan</b>	
a) Base Charge (per Planning Board Meeting) .....	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail <b>per</b> abutter).....	\$ _____
c) Add: Engineering review fee .....	\$ _____
<b>TOTAL</b> (add "a" + "b" + "c") .....	\$ _____
<b>Site Plan Approval</b>	
a) Base Charge .....	\$250.00
b) Add: Abutter notification fee (current USPS fee for certified mail <b>per</b> abutter).....	\$ _____
c) Add: \$100.00 per 1,000 square feet .....	\$ _____
<b>TOTAL</b> (add "a" + "b" + "c") .....	\$ .....