

## **INSTRUCTIONS FOR OBTAINING REQUIRED SPECIAL PERMIT FOR A HOME OCCUPATION**

Persons wanting to use their residence for business activities are to complete the attached Application for a Home Occupation by Special Permit.

A home occupation located within a residential district that meets all of the application requirements and conditions specified in Section 5.4.6 of the Zoning Regulations shall require a Home Occupation Special Permit issued by the Planning and Zoning Commission and shall include a Plot Plan.

### **Show the following on Plot Plan:**

- Floor area devoted to the home occupation or office;
- Location of parking spaces (2 for residence, 2 for home occupation required);
- Is this an existing Home Occupation? If yes, date existing home occupation was established or date of last permit renewal.

A Special Permit application requires a Public Hearing. In addition to completing the attached application, the applicant shall send by certified mail, return receipt requested, a letter to the owners of record of property located within 200 feet of the perimeter of the lot on which the home occupation is proposed. The letter shall give notice of the essential elements of the proposed application, and the date, time and place of the Public Hearing on the application. The return receipt shall be posted not less than ten (10) days prior to the hearing date. At the Public Hearing, the applicant shall submit a list of property owners to whom letters were sent and the signed receipts, or proof of mailing in the event that the certified mail is refused or not picked up.

If you have any questions, please contact the Land Use Office at (203) 758-4461.

TOWN OF PROSPECT

HOME OCCUPATION APPLICATION

Pursuant to Section 5.4 Home Occupation of the Prospect Zoning Regulations, a Special Permit is required to use a residence for business activities. The home occupation must clearly be incidental and subordinate to the residential use of the main building. This request will be reviewed by the Zoning Enforcement Officer. The Planning & Zoning Commission shall hold a Public Hearing to consider any request for a home occupation.

DATE: \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

LOCATION OF PROPERTY \_\_\_\_\_

ASSESSOR'S MAP PLATE # \_\_\_\_\_ LOT # \_\_\_\_\_ VOLUME # \_\_\_\_\_ PAGE # \_\_\_\_\_

1. Please describe your home occupation or business as to services and products provided:

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

2. How many persons who reside at your home will be engaged in this enterprise?

\_\_\_\_\_

3. Describe the office equipment, tools, materials, etc. associated with this application:

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

4. What percentage of your home's finished heated floor area will be utilized for this business? \_\_\_\_\_

5. What are the normal expected business hours (time of day) to be devoted to this Home Occupation? \_\_\_\_\_

6. What vehicle(s) will be utilized? Where will they be parked or garaged? (Show on attached Plot Plan).

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

7. Will customers or service providers be coming to your home? If so, please detail the frequency and volume of trips on a daily basis.

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8. Have any previous applications been filed in connection with the Home Occupation?  
If yes, describe briefly: \_\_\_\_\_

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**ALL OF THE ABOVE STATEMENTS AND THE STATEMENTS CONTAINED IN ANY DOCUMENTS AND PLANS SUBMITTED HERewith ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.**

\_\_\_\_\_  
Applicant/Owner of Record

\_\_\_\_\_  
Date

**Fees Submitted:**

\$125.00 (Town of Prospect Fee)

Paid: \_\_\_\_\_

\$30.00 (State of Connecticut Fee)

Paid: \_\_\_\_\_

Checks both payable to the "Town of Prospect"


**Note:** A Home Occupation by Special Permit is valid for a five year period. An approved Home Occupation by Special Permit may be renewed by submitting an application to the Land Use Office.

**Date Five (5) year Permit Expires:** \_\_\_\_\_

**PLOT PLAN**

Plot Plan must be drawn in the box below or attached to this application.

PLEASE SHOW THE FLOOR AREA DEVOTED TO THE HOME OCCUPATION OR OFFICE.  
ALSO SHOW LOCATION AND NUMBER OF TOTAL PARKING SPACES ON PROPERTY.



Is this an existing Home Occupation? If yes, date existing home occupation was established or date of last permit renewal: \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXAMPLE LETTER TO SEND TO PROPERTY OWNERS  
WITHIN 200 FEET OF PROPOSED HOME OCCUPATION**

[Date]

[Owner name & address]

Dear Prospect Resident:

On \_\_\_\_\_ [date] \_\_\_\_\_, the Prospect Planning & Zoning Commission accepted my application for a \_\_\_\_\_ [nature of business] \_\_\_\_\_ Home Occupation to be conducted from my residence at \_\_\_\_\_ [street address] \_\_\_\_\_.

As a property owner within 200 feet of \_\_\_\_\_ [street address] \_\_\_\_\_, you are being advised that a Public Hearing on the above application has been scheduled before the Planning & Zoning Commission on \_\_\_\_\_ [date] \_\_\_\_\_ at \_\_\_\_\_ [time] \_\_\_\_\_ in the lower meeting room of the Prospect Town Hall, 36 Center Street. You are welcome to attend this meeting. If you prefer to write, please direct your comments to Chairperson, Planning & Zoning Commission, 36 Center Street, Prospect, CT 06712. Correspondence must be received before the Public Hearing is concluded.

If you have any questions, please contact me at \_\_\_\_\_ [your phone number] \_\_\_\_\_ (optional). The complete file on this application is available for review at the Land Use Office in the Town Hall.

Very truly yours,

\_\_\_\_\_  
[your name]  
\_\_\_\_\_  
[your address]  
\_\_\_\_\_

**NOTE: Names and addresses of property owners within a 200 foot perimeter of your property may be obtained at the Prospect Assessor's Office.**