

# TOWN OF DANVILLE MINIMUM IMPACT HOME BUSINESS REGISTRATION APPLICATION

## I. GOVERNING RULES

- A. Customary home occupations are allowed in the residential/agricultural areas of Town by the granting of a Special Exception by the Zoning Board of Adjustment or, provided certain criteria are met, by approval of the Board of Selectmen (**Zoning Article IV.A.2.a**).
- B. Application to the Town for approval of a customary home occupation activity may not require a Special Exception hearing if all the criteria specified in **Zoning Article IV.A.2.d** are met as determined by the Board of Selectmen.

## II. PROCEDURE

- A. To apply to register a minimum impact customary home occupation, the applicant must schedule an interview appointment with the Zoning Board of Adjustment Clerk and get this application filled out. The appointment can be scheduled by calling the Selectman's office at 382-8253, ext 4.
- B. The applicant will review the minimum impact criteria with the ZBA Clerk. If the Clerk determines the criteria are met, the form will be filled out and signed by the applicant and the ZBA Clerk and forwarded to the Board of Selectmen for approval. A copy will be mailed to the applicant and a copy kept on file at the Town Hall.
- C. If the ZBA Clerk determines that the applicant's business does not meet the minimum impact criteria, the Clerk will schedule a Special Exception hearing for the applicant to appear before the Zoning Board of Adjustment. At this point, the applicant's proposed home business is not allowed unless the ZBA grants the Special Exception.

## III. HOME BUSINESS INFORMATION

- A. Applicant's Name: \_\_\_\_\_
- B. Home Owner's Name (if different from applicants): \_\_\_\_\_
- C. Street Address: \_\_\_\_\_
- D. Phone Number: \_\_\_\_\_
- E. Name of Business: \_\_\_\_\_
- F. Type of Business: \_\_\_\_\_
- G. Describe the type of work that will be done on the premises: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## IV. SWORN STATEMENT

I HEREBY SWEAR THAT THE ABOVE INFORMATION IS CORRECT AND THAT MY PROPOSED HOME BUSINESS SHALL MEET ALL THE REQUIREMENTS OF THE DANVILLE ZONING ORDINANCES, SPECIFICALLY THE CRITERIA SPECIFIED IN ARTICLE IV.A.2.d. IF THE CONDITIONS OF MY BUSINESS SHOULD CHANGE IN THE FUTURE SUCH THAT THESE CRITERIA ARE NOT MET, I AGREE TO APPLY TO THE ZBA TO SEEK A SPECIAL EXCEPTION PRIOR TO MAKING THESE CHANGES.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Interviewer's Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**SELECTMEN**      Approve                       Disapprove                       **Date:** \_\_\_\_\_  
**SIGNATURES:**

\_\_\_\_\_  
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