

# HOME OCCUPATION APPLICATION

## PART 1

1. What type of Home Occupation do you have? \_\_\_\_\_  
(Accounting, Consulting, Gift Baskets)
2. What is the name of your Home Occupation? \_\_\_\_\_
3. Your Name \_\_\_\_\_
4. Your address \_\_\_\_\_
5. Phone numbers: business: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ home: \_\_\_\_\_ - \_\_\_\_\_

## PART 2

1. Do you plan on having any employees? Yes \_\_\_\_ No \_\_\_\_
2. How many employees will you have? Quantity \_\_\_\_\_
3. Will you have a sign? Yes \_\_\_\_ No \_\_\_\_
4. Will you be selling any products or goods directly from your property? Yes \_\_\_\_ No \_\_\_\_
5. Will you be having any clients visiting your home? Yes \_\_\_\_ No \_\_\_\_

***If you have answered yes to any of the questions in part 2 please go directly to part 3.***

If you answered no to the questions in all of part 2 then the Town considers your Home Occupation a **HOME OFFICE**. You are then required to register your Home Office directly with the Zoning Enforcement Officer annually. To register please mail this completed application to the "Zoning Enforcement Officer, Hadley Town Hall, 100 Middle Street, Hadley, Ma. 01035". You may also call at 586-7274 for an appointment. You are reminded that as a Home Office you must reside within your residence as long as you are conducting a Home Office within it. You may not sell anything related to your Home Office at anytime from your residence. This includes any tag sales, etc. that you may have at your residence. Please note all residential tag sales must be registered through the police prior to the tag sale commencing. Also, signs are not permitted. You also may not store any materials related to the Home Office outside of your residence.

***PLEASE SIGN AND DATE THE COMPLETED FORM ON PAGE TWO.***

### PART 3

### HOME BUSINESS

This section of Home Occupation is for Home Businesses only. You will be required to apply for and obtain a ***SPECIAL PERMIT*** through the Planning Board. Upon completing this part as well as the entire application, please mail this application directly to the Planning Board at the Town Hall. The filing fee for your special permit is \$ \_\_\_\_\_. Make checks payable to the "Town of Hadley".

1. Are you planning on having a sign? \_\_\_\_\_
2. How large of a sign do you plan on? \_\_\_\_\_
3. What is the size of your sign? \_\_\_\_\_ x \_\_\_\_\_
4. How high will the sign be? \_\_\_\_\_
5. How far back from the road will it be? \_\_\_\_\_
6. How many square feet is your residence? \_\_\_\_\_
7. How many square feet for your business? \_\_\_\_\_
8. Do you have any accessory buildings? \_\_\_\_\_
9. How many square feet are they? \_\_\_\_\_
10. How many square feet for your business? \_\_\_\_\_
11. On what days will you be conducting business? \_\_\_\_\_
12. What will your hours be? \_\_\_\_\_ to \_\_\_\_\_
13. Will you have any commercial vehicles? \_\_\_\_\_
14. Please describe them and their sizes? \_\_\_\_\_
15. Where will they park? \_\_\_\_\_

Please provide a scaled site plan with this application to the Planning Board. It should consist of enough detail for the Planning Board to render a decision on all issues and items that are referred to within the Home Occupation By-law. If your business has large vehicles photos of each one will be required. By signing this application you are stating that you have read the entire Home Occupation By-law and are familiar with all its requirements.

Use additional sheets as needed.

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