

**TOWN OF SCOTLAND**  
**Planning & Zoning Commission**  
9 Devotion Road, Scotland, CT 06264  
Telephone: (860) 423-9634, Fax: (860) 423-3666

**Date** \_\_\_\_\_  
**Fee Paid** \$ \_\_\_\_\_  
**Cash/Check** # \_\_\_\_\_

**HOME OCCUPATION APPLICATION FORM (ADMINISTRATIVE APPROVAL)**

**PROPERTY LOCATION:**

M/B/L#: \_\_\_\_\_ Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

**Applicant:**

Mailing Address: \_\_\_\_\_

Telephone Number (Home & Mobile): \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner (If different from Applicant):**

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Description of Business (Attach additional sheets if needed):**

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

Please provide the following information (Attach additional sheets if needed):

1. Is the use clearly secondary to the residential use of the property? \_\_\_\_\_
2. Does the individual conducting the home occupation reside in the dwelling unit? \_\_\_\_\_
3. How many non-residents will be employed in the home occupation? \_\_\_\_\_
4. Sign requested? (Sketch required if yes – 3SF max, 6' above ground level max, 6' min. from front property line/driveway access). \_\_\_\_\_
5. Any changes to the outside appearance of the residence or visible sign of the operation of the home occupation? \_\_\_\_\_
6. Any outside storage of materials and products? (Outside storage prohibited). \_\_\_\_\_
7. Floor area of the home occupation in all buildings? (Max. 50% of the livable floor area of the principal residence allowed – please provide sketch of all areas). \_\_\_\_\_
8. Anticipated daily traffic (Max. six (6) in-out trips per day allowed). \_\_\_\_\_
9. Adequate parking provided? (Plot plan required). \_\_\_\_\_
10. Number of commercial vehicles associated with the home occupation? (Max. 2 vehicles not more than 20' in overall length (bumper to bumper) & 10' in height (road surface to top of body) allowed. 1 additional commercial vehicle associated with the home occupation is permitted if it meets the following conditions: No noise, odor, vibrations, glare, fumes, electrical interference or unsightly conditions shall be noticeable off the lot. On-site sewage disposal systems shall be adequate to accommodate the proposed use). \_\_\_\_\_

A copy of Zoning Regulations Section 8.6 (Home Occupations) is attached hereto. Home occupations that do not meet the requirements for administrative approval by the Zoning Enforcement Officer under Section 8.6.1-5 shall require the issuance of a Special Permit where such use is authorized in Section Article IV (District Use Regulations). Home occupations shall not be construed to include restaurants or the sale or repair of motor vehicles

The undersigned declares all information supplied is accurate to the best of his/her knowledge and belief. If such information subsequently proves to be false, deceptive, incomplete, or inaccurate, the permit may be modified, suspended or revoked, by the Commission or its agents.

\_\_\_\_\_  
Applicant's Printed Name

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

\_\_\_\_\_  
Owner's Printed Name  
(If other than Applicant)

\_\_\_\_\_  
Owner's Signature  
Date:

\_\_\_\_\_  
Zoning Official Printed Name

\_\_\_\_\_  
Zoning Official Signature  
Date:

Conditions of Approval, if any:

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