

Business Narrative

Business Name:

Address:

Explain What your Business does: Add a description of what services or products your business intends to provide at your location, delivery schedules or shipping schedules (Ups, FedEx, Panel, Box Or Trailer Trucks) to your home occupation business. Add more pages if necessary for each section.

List delivery schedules (if applicable):

List shipping schedules (if applicable):

Section 11.7.1: The Home occupation shall be clearly secondary, subordinate, and incidental to the residential use of the property, and it shall not impair the residential character of the premises and neighborhood. Accessory buildings may be used for Home occupations provided that the other requirements of this section are met. There shall be no visible evidence or indication of the operation from the outside of any building or structure used for the Home occupation: for example, there shall be no display windows, outside storage or display of goods, outside work areas, banners, lights, or other devices to attract public attention. (12/28/00) **Explain how your business meets this section:**

Section 11.7.2 Residential Occupant: No more than two (2) Home occupations shall be conducted on any premises. Each such Home occupation shall be conducted by the residents of the premises. (12/28/00) **Explain how your business meets this section:**

Section 11.7.3 Employee: No more than one (1) full-time or part-time person at one time shall be permitted for each Home occupation in addition to the principal resident person conducting the use. (12/28/00) **Explain how your business meets this section:**

Section 11.7.4 The gross floor area used for the conduct of the Home occupation, including accessory buildings and storage areas related to such use shall not exceed twenty percent (20%) of the gross floor area of the applicant's principal dwelling unit on the site, nor shall it exceed 600 square feet of gross floor area. (8/10/09) **Explain how your business meets this section:**

Worksheet **Total Gross Living Area of Dwelling:**

Square Footage of Your Work Area:

Percentage of Gross Floor Area Used:

Percentage of Total Gross Floor Area Used for Business

sq. ft, work area divided by sq. ft. gross living area = % of gross floor area for business

Section 11.7.5 In addition to the two (2) residential parking spaces required for a dwelling, all Home occupations shall provide enough additional parking spaces to alleviate the need to use town roads for customer or employee parking. As a minimum, Home occupations shall provide one (1) additional parking space for each non-resident employee. (12/28/00) **Explain how your business meets this section:**

Section 11.7.6 It shall be the responsibility of the operator of the Home occupation to secure all appropriate local, State and Federal licenses and permits prior to the conduct of a Home occupation approved by the Commission. Failure to secure the necessary State and/or Federal permits shall be sufficient cause for the Commission to revoke the Home occupation permit, following notice to the permit holder and the opportunity to be heard. (12/28/00)

Attach copies of any State licenses and/or Health Licenses required for your business. Please be sure that all licenses requiring signatures are or obtained.

Section 11.7.7 A detailed written narrative describing all pertinent aspects of the proposed activity and acknowledging the requirements of this section shall be submitted with the application for a Home occupation. (12/28/00) **Please submit this detail in Your Business Narrative at the beginning of this submission.**

Section 11.7.8 The proposed shall not create any objectionable noise, odors, vibrations, or unsightly conditions noticeable off the lot. (12/28/00) **Explain how your business meets this section:**

Section 11.7.9 For Home occupations involving the use of chemicals, solvents and/or electrical equipment, the applicant shall, prior to submitting the Home occupation application, supply the Griswold Fire Marshal with Material Safety Data (MSD) Sheets. In addition, the applicant shall also provide the Fire Marshal with a site map that shows the location of the chemicals, solvents and/or electrical equipment referenced in the MSD record so that the Fire Marshal shall have information to comment by letter to the file suggesting revisions, if necessary, to the home occupation uses proposed. A copy of the MSD Sheet and site map shall be filed with the Home occupation application. (12/28/00) (8/10/09) **Explain how you meet this section:**

Please list any chemicals, solvents, and/or electrical equipment and their location on a Site Map that are to be used by your business. Attach the appropriate MSDS sheets and copy of Site Map

Section 11.7.10 An accurately drawn plot plan (to scale) depicting property lines, structure locations, access drives, parking spaces, and any other pertinent features. (12/28/00)

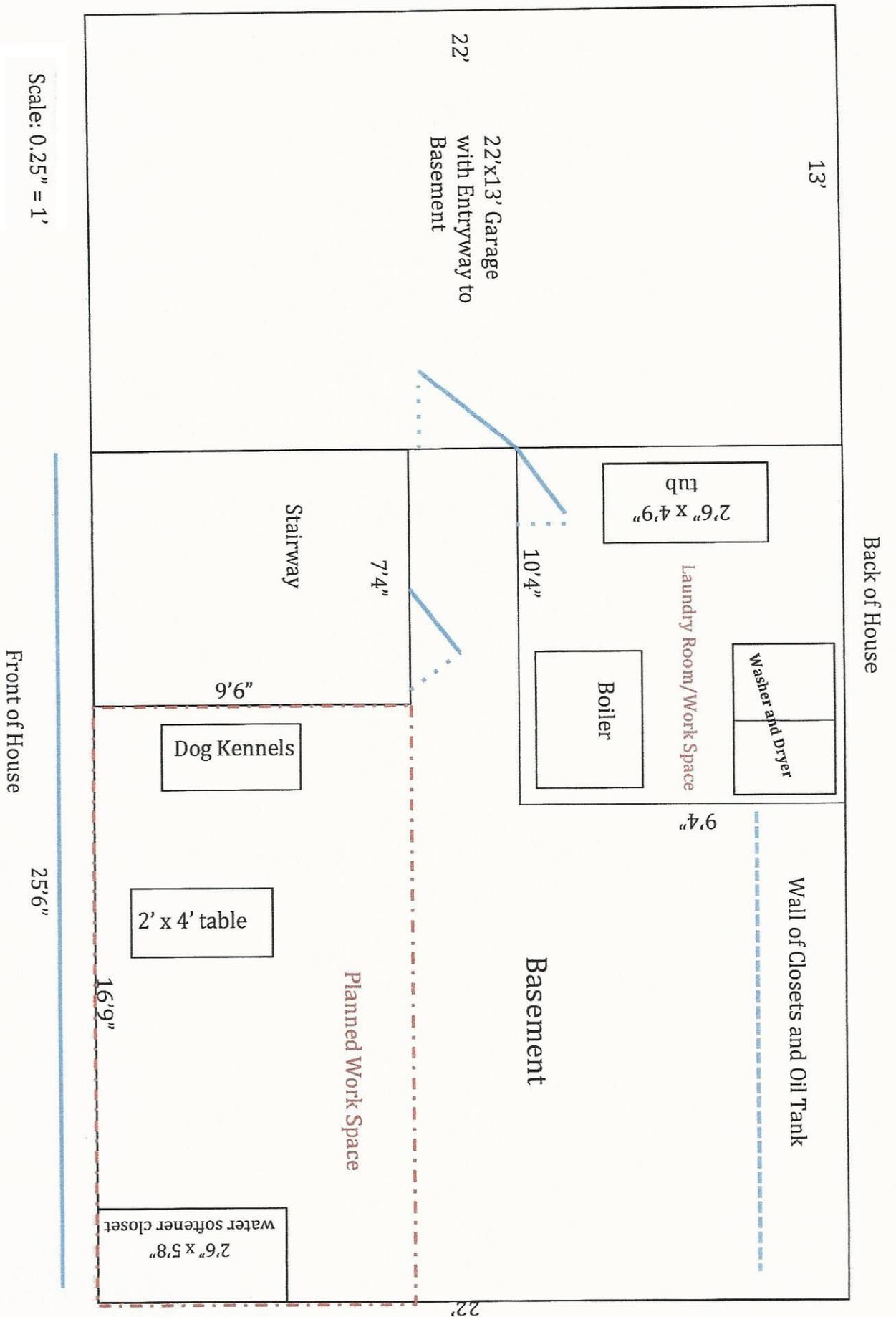
Please attach a detailed copy of this to scale site plan.

Section 11.7.11 An accurately-drawn floors plan (to scale) depicting the area to be utilized by the proposed Home occupation. (12/28/00)

Please attach a detailed copy of this to scale floor plan.

SAMPLE FLOOR PLAN

Drawn to Scale



Scale: 0.25" = 1'

Front of House

Back of House

Basement

Wall of Closets and Oil Tank

Laundry Room/Work Space

Washer and Dryer

Boiler

2'6" x 4'9" tub

10'4"

7'4"

Stairway

9'6"

Dog Kennels

2' x 4' table

16'9"

water softener closet
2'6" x 5'8"

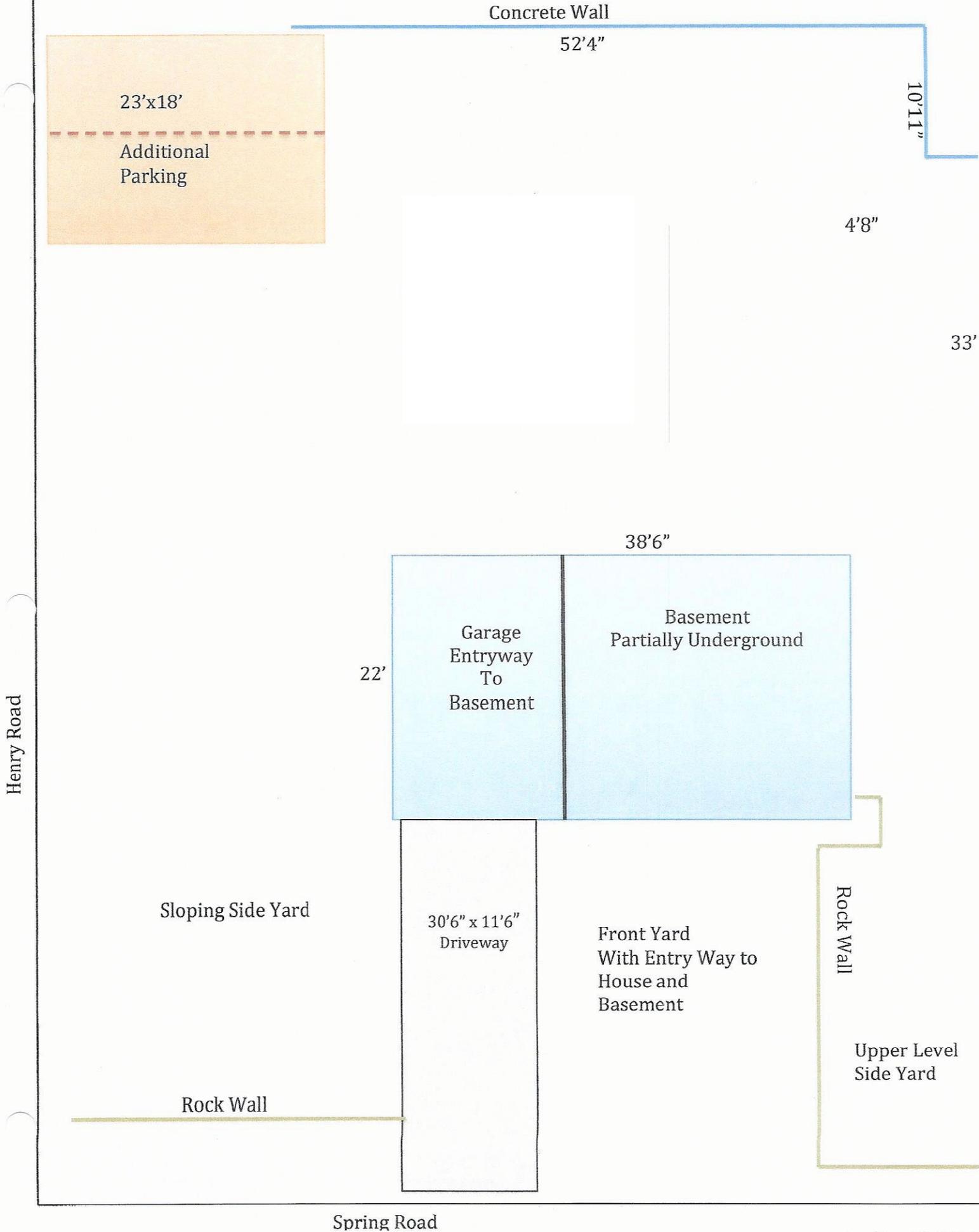
22'

13'

22'
22'x13' Garage
with Entryway to
Basement

SAMPLE SITE PLAN

DRAWN TO SCALE





ZP

**APPLICATION FOR ZONING PERMIT
TOWN OF GRISWOLD
PLANNING & ZONING COMMISSION**

Pursuant to Sections 3.1 and 4.1 of the Griswold Zoning Regulations, this application form together with FIVE (5) COPIES of the proposed plan, signed and sealed, as outlined in the Regulations, an itemized bond estimate for all site improvements, TEN (10) 12" x 18" REDUCED TO SCALE copies for Planning & Zoning Commission members, and the required fee shall be submitted to the Planning & Development Department at least TEN (10) BUSINESS DAYS prior to the next regularly scheduled meeting for staff review. Regular Meetings of the Planning & Zoning Commission are generally held on the second Monday of each month.

Fee Schedule	
Residential:	\$150 per unit plus \$60 State Fee
Basic Site Plan Review:	\$250 plus \$60 State Fee
Home Occupation plus Business Narrative:	\$250 plus \$60 State Fee
Minor Change in Use for Site Plan for existing	\$300 plus \$60 State Fee
Commercial/Industrial: New Commercial/Industrial Use:	\$400 plus \$25 per 1000 sq. ft. of buildings and outside active area proposed plus
Site Plan Amendment of Existing Commercial/Industrial Use:	\$60 State Fee \$400 plus \$25 per 1000 sq. ft. of buildings and outside active area
Town Planner:	Telephone No.: (860) 376-7060, Extension 111 Fax No.: (860) 376-3789
Zoning Enforcement Officer:	Telephone No.: (860) 376-7069, Extension 110 Fax No.: (860) 376-3789

1. Name of Applicant:

2. Mailing Address of Applicant:

No.	Street Name	Town / City	State	Zip
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3. Name of Property Owner (If different from Applicant):

A LETTER OF AUTHORIZATION IS REQUIRED FROM THE PROPERTY OWNER IF THE APPLICANT IS NOT THE PROPERTY OWNER

4. Mailing Address of Property Owner:

No.	Street Name	Town / City	State	Zip
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5. Telephone No:

Applicant	Property Owner	Engineer / Surveyor
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6. Location of Property:

7.

Map(s)	Block(s)	Lots	Volume(s)	Page(s)
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8. Property is zoned:

9. Description of proposed use:

Under penalty of revocation of this permit by the issuing authority, I declare that I have examined this application and the documents submitted in support thereof, and to the best of my knowledge and belief, they are true, correct and complete.

10. Signature of Applicant:

Date:

11. Signature of Property Owner:

Date:

NOTE TO THE APPLICANT: A Zoning Permit is issued on the basis that this application certifies conformance with the Griswold Zoning Regulations. Other permits may be required such as those concerning driveways, wetlands, water and sewer facilities, fire protection, building code and health code. Obtaining the additional permits is the responsibility of the applicant.

TO BE COMPLETED BY THE PLANNING & ZONING COMMISSION:

Date of Submission:

Fee Paid: \$

Date Paid:

Date of Receipt:

Date of Public Hearing:

Date of Commission Action:

Action Taken:

Reasons for Action Taken:

Conditions of Approval, if any:

Signature:

Date: