



PLANNING DEPARTMENT – CITY OF EASTHAMPTON

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HOME OCCUPATIONS – INFORMATION FOR APPLICANTS

A **home occupation** is the use of a residential property, by residents of the property, to operate a business, profession, occupation, or trade. The owner/operator of the home occupation must reside on the property containing the home occupation and the primary use and essential character of the property must remain residential.

For permitting purposes, the City distinguishes between two types of home occupations – minor and major.

Minor home occupations may not have any non-resident employees, may not increase the amount of neighborhood traffic, and may not be open to any members of the public. Permits are granted from the Building Commissioner if the use complies with the regulations specific to minor home occupation in Sections 10.43 and 10.44 and the general regulations of the Zoning Ordinance.

Major home occupations are home occupations that do not comply with one or more of the regulations for minor home occupations or that require approval from the Fire Department or Board of Health.

Major home occupations must comply with the regulations in Section 10.43 and 10.45 of the Zoning Ordinance and may have up to two non-resident employees working on-site and may be open-to-the-public provided that no more than two vehicular visitations occur per hour.

Due to the potential impact on the city and neighborhood, major home occupations are granted via a special permit from the Zoning Board of Appeals (ZBA) at a duly advertised and noticed public hearing. When reviewing an application for a special permit, the ZBA may consider: compatibility with surrounding uses, public input, neighborhood-specific issues, public convenience and welfare, and other relevant information.

All home occupations must also comply with the Zoning Ordinance in regard to off-street parking (Section 10.1) and signage/advertising (Section 10). Home occupation permits are not transferable and expire as described in Section 10.46 of the Ordinance.

SUBMITTAL REQUIREMENTS AND FEE SCHEDULE

Applications may be submitted digitally or via hard-copy to the Easthampton Planning Department. Only complete applications will be reviewed – include all required material as described in this document, §10.4 of the Zoning Ordinance, and any relevant attachments. Major home occupations applications should include a site plan as described in §12.75.

There is no cost to apply for a Minor Home Occupation.

The cost to apply to the ZBA for a Major Home Occupation Special Permit is \$150.00 plus the cost of legal advertising and notification. Payment must be via cash or check payable to the “City of Easthampton”. Applications must be submitted at least three weeks before your anticipated hearing date in order to satisfy the required timeline for legal advertising and notification.

Please note that this document is a summary of the Easthampton Zoning Ordinance §10.4 (Home Occupations) and that additional requirements and details are described in the ordinance – it’s your responsibility to review the ordinance prior to submitting your application. Questions should be directed to the Planning Department.

Do not write in this area - official use only

CITY OF EASTHAMPTON HOME OCCUPATION APPLICATION FORM

Applicant Information

Date: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant is: Owner Owner's agent Tenant Prospective owner/tenant Other: _____

Applying for: Minor Home Occupation Major Home Occupation (special permit)
 Amendment, modification, or renewal → previous decision/permit date(s): _____

Property Owner Information (if not applicant)

Property Information

Name: _____

Address: _____

Address: _____

Assessor map & lot: _____ Lot size (sq.ft.): _____

Phone: _____

Residence gross floor area (sq.ft.): _____

Email: _____

Home occupation gross floor area (sq.ft.): _____

Attach a description of your home occupation. Answer the following questions and elaborate as indicated.

Will the owner/operator of the home occupation reside off-premises? If yes, explain. No Yes

Will any materials, goods, products, or inventory be stored on site? If yes, describe what kinds, how used, and explain (or show on plan) where stored. No Yes

Will any non-resident employees work at property? If yes, how many and what hours? No Yes

Will any vehicles be used in conjunction with the home occupation? If yes, what kinds, how many, and where will they be stored (day and night)? No Yes

Will any other members of the public (i.e. clients, business partners, contractors, etc.) visit the property? If yes, who, how often, and when? No Yes

Will hazardous materials, high heat, or open flame be used in conjunction with the home occupation? If yes, what sort, why/how used, how stored? No Yes

Will there be any deliveries or pickups at the property? If yes, what types and how often? No Yes

Will there be a business sign on the property? If yes, describe size, location, and illumination. No Yes

Will any areas be intended for retail sales or service? If yes, describe what, where, and when? No Yes

All Applicants: I hereby attest that my primary residence is at the property containing the applied for home occupation and that all information provided as part of this application is true and accurate to the best of my knowledge. I understand that knowingly providing false information may result in the revocation of this permit.

Signature of Applicant: _____ Date: _____

If the Applicant is not the property owner of record, then the owner's signature is also required:

Signature of Owner: _____ Date: _____

Do not write below this line - for permitting official's use only

- Insufficient information provided – revise and resubmit.
- The proposal complies with the requirements for minor home occupations and is approved as submitted. subject to the following conditions.

- This proposal does not comply with the requirements for minor home occupations. You may reapply to the Zoning Board of Appeals for a major home occupation special permit – additional material and fees are required.

Comments/conditions/notes: _____

Zoning Enforcement Officer Signature: _____ Date: _____