

TOWN OF ARUNDEL

HOME OCCUPATION APPLICATION AND INSTRUCTIONS

APPLICATION INSTRUCTIONS

Home Occupation businesses listed require Administrative Site Plan Review as described in Section 9.8 of the Arundel Land Use Ordinance. Section 9.8.E.1 of the Ordinance lists the submission requirements for filing an application with the Town Planner for consideration by the Staff Review Committee. As the applicant, you must read these requirements before you file your application to make sure your application is complete. The submission requirements are intended to provide the town with information required to decide whether or not your application meets the performance standards for Home Occupations as specified in section 8.6 of the Land Use Ordinance as well as other pertinent standards of Section 8.6 of the Land Use Ordinance. **Dimensional Standards** for your lot are found in Section 6.3, **Shoreland Standards** found in Section 6.4, the specific design standards for such improvements as outdoor lighting, parking spaces, and driveway sight distances found in Section 7 of the Ordinance. The Land Use Ordinance is available as a free download from the town website: <http://arundelmaine.org>

The Staff Review Committee meets on an as need basis. In order to be placed on the agenda, a complete application must be submitted to the Town Planner. If the Planner determines the application complete the Planner will schedule a meeting with the Staff Review Committee.

A basic application consists of the following:

1. A completed application form.
2. Four (4) copies of building and site plans showing or accompanied by the information required by Section 9.8.E.1.
3. The applicable application fee to cover review costs and mailings of public notices. The applicable refundable review fee to cover the town's costs of reviewing the application.
4. A list of names, mailing addresses, and map lot identification number from the Arundel Assessor's Records of all property owners within 250 feet of the subject property. The names and mailing addresses shall be printed on Avery 5160 labels or comparable label and suitable for attachment to standard sized envelopes for public hearing notice mailings.
5. If necessary, a written request for waivers of submission requirements contained in Section 9.8.E.1.

The site plan must include all of the information required by the Land Use Ordinance except for items for which a waiver is sought. Part of this application packet is a checklist that will help you prepare the application.

Please use it as a guide to preparing a complete application, but recognize it is not a substitute for reading and following Section 9.8 in detail.

If the application is not complete, the Town Planner will notify you of the missing information needed to place the application on the Staff Review Committee agenda. If you think that you should not have to submit any of the required information, you should submit a *waiver request* stating why it should not be necessary for you to submit certain information to the Committee.

Copies of the performance standards for a Home Occupation as written in Section 8.6 of the Arundel Land Use Ordinance are attached for your reference.

Arundel Staff Review Board

James Nagle, *Code Enforcement Officer*

Tad Redway, *Town Planner*

Renald Tardif, *Deputy Fire Chief*

Roger Taschereau, *Public Works Director*

Town of Arundel, Maine

HOME OCCUPATION APPLICATION

APPLICANT INFORMATION

1. **Proposed Business Name** _____

2. **Property Location** _____ **Tax Map** _____ **Lot** _____

3. **Owner Name:** _____

Mail Address: _____

Town, State, ZIP Code _____

Telephone #: _____ Email: _____

4. **Applicant Name** (if different): _____

Mail Address: _____

Town, State, ZIP Code _____

Telephone #: _____ Email: _____

5. **Design Consultants** (Architect, Surveyor, Engineer, Landscape Architect)

Name: _____

Mail Address: _____

Town, State, ZIP Code _____

Telephone #: _____ Email: _____

SITE INFORMATION

6. **Zoning District(s):** _____

7. **Existing use of the property**

8. **Proposed Business Operation**

9. **Proposed additional parking, road access, or infrastructure improvements:**

10. Site Data:

<i>Existing Conditions</i>	<i>Proposed Conditions</i>
Total Acreage of Site: _____ sf or /acres	Proposed Site Acreage _____ sf or /acres
Total Area of dwelling _____ sf	Total floor area of proposed business _____ sf
Total area of accessory buildings _____ sf	Percent of Business to Dwelling area _____ %
Area of existing driveways _____ sf	Area of proposed driveways _____ sf
Area of existing parking _____ sf	Area of proposed parking _____ sf
Area of all existing impervious* surface _____ sf	Total existing & proposed impervious surface _____ sf

11. Existing Site Infrastructure Improvements

<i>Existing Conditions</i>	<i>Proposed Conditions</i>
Size of Existing Septic System _____	Additional Septic capacity needed _____
Water Supply ___ Well, on-site ___ Well, off site ___ ___ Public	Additional water demand needed _____
Current Flow (gallons per minute) _____	Percent of Business to Dwelling area _____ %
Area of existing driveways _____ sf	Area of proposed driveways _____ sf
Area of existing parking _____ sf	Area of proposed parking _____ sf
Area of all existing impervious* surface _____ sf	Total existing & proposed impervious surface _____ sf
Size of Septic System: _____	Current Water: _____ Gallons per minute _____
Road: _____	Utilities: _____

12. Application Fee: \$250:

13. Waiver Requests? (Submit in writing) Yes No

14. Please complete the attached Home Occupation Application Checklist to assure your application and site plan are complete.

15. Complete the attached business registration form.

To the best of my knowledge, all of the above stated information is true and correct.

Applicant's Signature _____
Date

Submit four (4) copies of this application and building and site plans showing or accompanied by the information required by Section 8.6 and 9.8 of the Arundel Land Use Ordinance. Applications will not be placed upon a Planning Board Agenda until the Town Planner receives all the plans, fees, written submissions or waiver requests to be considered complete. After receipt of all the necessary information, the Town Planner shall place the application on the next available agenda.

Town of Arundel Home Occupation Application Checklist

Project Name _____

This checklist has been prepared to assist applicants develop their applications. It should be used as a guide. The checklist does not substitute for following the requirements of Section 8.6 and 9.8 of the Arundel Land Use Ordinance. The Town Planner will also be using the checklist to make sure your application is complete. Indicate in the first and third columns if the information has been submitted or if you request it to be waived. If you feel the information is not applicable to your project please indicate so in the second column.

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Property Boundary Survey signed & sealed by a Maine Licensed Land Surveyor, showing bearings and distances of the subject property boundary(s), and containing North arrow, graphic scale, acreage, property corners, date of survey, and location of adjacent lots and owner's names.					
2. Proposed Site Plan , drawn at a scale not to exceed one inch equals forty feet (1" = 40') or at a scale otherwise required by the Town Planner and showing both existing conditions and proposed improvements on the site including the following: .					
<ul style="list-style-type: none"> • Information Block containing location, address, Map-Lot number(s) of the subject property, as recorded in the Town Assessor's Office, name and address of the applicant(s), and owner(s) if different; 					
<ul style="list-style-type: none"> • Approval Block providing space for the signatures of Planning Board members or the Staff Review Committee 					
<ul style="list-style-type: none"> • Existing & proposed zoning lot setback lines. 					
<ul style="list-style-type: none"> • Existing & proposed rights of way, easements & other legal restrictions 					
<ul style="list-style-type: none"> • Location of all on-site streams, watercourses, wetlands, waterbodies, drainage facilities and structures, 100-year floodplains, roads, driveways, parking lots, 					
<ul style="list-style-type: none"> • Site Data Summary detailing the total area of all existing and proposed site improvements, the amount of impervious surface, lot area, lot coverage, street frontage, building area, wetlands area, and stream areas, and compliance with the space and bulk requirements of the governing zoning district. 					
<ul style="list-style-type: none"> • Location, dimensions, and layout of all pertinent existing and proposed built elements, including buildings and structures, parking areas, driveways, curbing, Town/State roads, sidewalks, fences, walls, steps, piers and docks, patios, and swimming pools. 					
<ul style="list-style-type: none"> • Sight distances delineated for all driveway and street openings and all easements required to maintain such sight distances in perpetuity shall also be delineated on the plan; 					
<ul style="list-style-type: none"> • Location of existing and proposed fire protection and fire suppression resources including cisterns, dry hydrants, wet hydrants, fire ponds, and wet hydrants. 					
<ul style="list-style-type: none"> • Location and inventory of outdoor materials storage 					
<ul style="list-style-type: none"> • Location and type of proposed outdoor lighting. 					
<ul style="list-style-type: none"> • Location and type of proposed screening and landscaping. 					

SITE PLAN REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
3. Building Layout Plan; showing the floor plan at a scale of 1"= 1 foot showing the principal structure and the area proposed to be used for the Home Occupation activities. Please label the square footage of the residential and the home occupation areas.					
4. Detail Sheet showing construction details of proposed streets, drives, roads, sidewalks, retaining walls, lighting fixtures, fences, and all similar proposed site improvements. Details can be drawn on the site plan if space is available.					
5. Sign Plan: Shop drawing of any proposed signage, including dimensions materials, colors, mounting height and location on the site.					

WRITTEN SUBMISSION REQUIREMENTS	Submitted by Applicant	Does Not Apply	Applicant Requests to be Waived	Received by Town Planner	Comments
1. Complete Home Occupation Application Form					
2. Application Fee of \$250.00					
3. Name, mailing addresses, and Map/Lot number of all abutters within 250 feet of the subject property printed on Avery 5160 labels					
4. Evidence of applicant's right, title or interest (deed, lease agreement, purchase & sale, or letter of authorization) in the property and any deed restrictions or easements on the property					
5. On-site soil investigation report by a Licensed Site Evaluator. (If any expansion of the septic system is planned)					
6. Copies of final Association Covenants and Condominium documents, rights-of-ways, utility, construction, and sight distance easements, Road Maintenance Agreements and other pertinent legal documents.					
7. Letter of Compliance from the Arundel Fire Chief					
8. Other information required by the Planning Board or Staff Review Committee					

Excerpts from Section 8.6 Home Occupations of Arundel Land Use Ordinance

8.6 HOME OCCUPATIONS

A home occupation shall be permitted if it complies with all of the requirements of this section. This section does not apply to building tradesman doing business out of their home, unless employees gather or meet at the home, there is delivery or storage or materials at the home, or there are vehicles with more than 3 axles parked at the home. (Amended June 13, 2007)

- 8.6.A The use of a dwelling unit or accessory structure, attached or detached, for a home occupation shall clearly be incidental and subordinate to its use for residential purposes.
- 8.6.B A home occupation shall be carried on only by residents of the dwelling unit and may include not more than two non-resident employees.
- 8.6.C A home occupation may not alter the residential character of the structure, neighborhood or change the character of the lot from its principal use as a residence,
- 8.6.D The home occupation shall be carried on wholly within the principal or accessory structures. The space used in the occupation may not exceed more than 25% of the floor area of the residence or 1,000 s.f. whichever is smaller. The outside storage or display of materials or products shall be screened from view from the abutting properties and street.
- 8.6.E The Performance Standards in Section 7 of this ordinance shall apply. If additional parking spaces are provided, they shall be located to the rear or side yard of the principal structure.
- 8.6.F One non-illuminated sign, no larger than four square feet may be erected on the premises.
- 8.6.G The sale of products shall be limited to those which are grown, raised, crafted, assembled, repaired or substantially altered on the premises. Incidental sales of items which are accessory and incidental to a service, which is provided on the premises, may be permitted, such as hair products from a beauty salon for example.
- 8.6.H A home occupation shall not create greater traffic than normal for the area in which it is located or generate more than 40 vehicle trips/day.