

**Town Of Minot  
Home Occupation Application**

Date Submitted: \_\_\_\_\_

Applicant Name (s): \_\_\_\_\_ Phone/Email: \_\_\_\_\_

\_\_\_\_\_ Phone/Email: \_\_\_\_\_

\_\_\_\_\_ Phone/Email: \_\_\_\_\_

Property Location/Address: \_\_\_\_\_ Map \_\_\_\_\_ Lot \_\_\_\_\_ Zone: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Name: \_\_\_\_\_

Description of Business (You may attach a letter) : \_\_\_\_\_

\_\_\_\_\_

Property Owner: (If different than business owner)

Name: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Approximate Dimensions of Residence: \_\_\_\_\_

Approximate Dimensions of space to be used for Home Occupation: \_\_\_\_\_

Note: For yes or no answers, please circle the appropriate answer. For other questions, please answer in the space provided or attach a letter with numbered responses.

1. Will the home occupation require new building or remodeling of existing structure?  
Yes No

What part of the existing home will be used? (Interior of existing home, shed, garage, driveway, lawn, parking etc.) \_\_\_\_\_

What are the areas, dimensions and descriptions of any new structures or remodeling necessary? (Letter may be attached)

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2. Will the business employ others outside of family members living at the property?

Yes No

3. How many employees do you expect to employ? \_\_\_\_\_

4. Will your home occupation have retail sales associated with it or otherwise have consumers stopping by? Yes No

If yes, approximately how many customers would you anticipate to be at the location at one time? \_\_\_\_\_

What are the expected times of customer arrivals? \_\_\_\_\_

5. Will semi-trailers, tractor trucks, or other heavy equipment that are associated with your home occupation be stored at your property and/or delivering/picking up at your property?

Yes No

If yes, how many and how many pieces of heavy equipment, tractor trucks etc. would be stored or delivering/picking up on the property at any given time? \_\_\_\_\_

6. Do you currently have adequate parking for employees, customers, vender deliveries, and potential vehicle/equipment storage? Yes No

\*Please attach drawing indicating parking currently available.

\*Please attach drawing indicating any new parking areas to be constructed.

You can look at the Town of Minot's website for ordinance information concerning parking.

7. Are there any fuels, hazardous materials etc. that will be stored on your site? Yes No

If yes concerning fuels, please describe in detail the purpose of fuels and how they will be stored.

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If yes to hazardous materials, what type of materials and how will said materials be safely Stored?

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8. If you will be having a home occupation in which you are providing child care or adult day care services , what is the maximum number of children or adults that you would expect you will provide care for?
9. Will your home occupation require signage, signage lighting and or additional property lighting? Yes No

If yes, be sure to check with the town concerning any signage, signage lighting and or lighting ordinances.

**Town of Minot Land Use Code:**

**Definition: Home Occupation –**

An occupation or profession which is: 1) Accessory to a residential use and is customarily carried on in a dwelling unit or in a building or other structure accessory to a dwelling unit; 2) Carried on by a member of the family residing in the dwelling unit; 3) clearly incidental and secondary to the use of the dwelling unit for residential purposes. Accessory structures for home occupations may contain up to 800 sq. ft. floor area. Outside storage for home occupations shall be limited to 625 sq. ft.

***4-501.11 Home Occupation:***

A. All home occupations shall be overseen by the Code Enforcement Officer. The owner of the property, where a home occupation occurs, or the occupant of the property shall present all applicable facts relating to the home occupation undertaken by the occupant to the Code Enforcement Officer. At the CEO's discretion, the applicant may need to go before the Planning Board. [Adopted 3/4/17]

B. Home occupations may be located in structures legally existing at the adoption of this code, including structures on legally nonconforming lots. They may also be located on lots meeting the dimensions in Section 4-201.1&2. Accessory structures for home occupations may contain up to 800 sq. ft. floor area. Outside storage areas for home occupations shall be limited to 625 sq. ft. [Adopted 3/4/17]

Signatures/Approvals

I understand that it is my responsibility to comply with the requirements set forth in the Ordinance. Furthermore, I attest that the submitted information on and attached to this form is true and accurate to the best of my knowledge.

\_\_\_\_\_ Applicant \_\_\_\_\_ Date

Approved     Denied     Referred to Planning Board

\_\_\_\_\_ Code Officer/Planning Board Chair \_\_\_\_\_ Date

Conditions (If applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_