



## Nottingham Planning Board HOME OCCUPATION DETERMINATION

### Application Instructions

These instructions and the attached application form are to be used for a determination as to whether a proposed use meets the Zoning standards to be allowed as a Home Occupation. This is an administrative review and does not require appearing before the Planning Board.

#### Review Process

- Submit completed application to Land Use Office- answering all questions and providing all required information will speed the review process.
- The proposal will be reviewed by staff to determine if it meets the definition of a Home Occupation found in the Zoning Ordinance (below).
- A written determination will be provided to you on the findings.

If a use is determined to be a **Minor** Home Occupation, as defined by the Zoning Ordinance, no further review or permits for the use are necessary. However, all other applicable permits must be obtained. Depending on the proposal these may include a building/ electrical/ plumbing permits for any renovations, etc. If the use is determined to be a **Major** Home Occupation you shall submit a Site Plan Review Application to the Planning Board.

#### ARTICLE IV GENERAL PROVISIONS

##### G. Home Occupation

The Town of Nottingham recognizes the desire of citizens to use their residences for limited business activities. However, the Town believes that it is important to protect residential areas from any adverse impacts of activities associated with home occupations. The purpose of this provision is to allow home occupations that are compatible with residential areas. Minor home occupations do not require Site Plan Review and shall be consistent with the definition of minor home occupation as per Article VI, Definitions, of this Ordinance.

##### 1. Permitted Uses:

- a) Manufacture and/or sale of products as a retail operation such as arts and crafts, jewelry, pottery or similar small objects including antiques.
- b) Professional offices including medical, dental, legal, design, engineering, real estate and insurance, bookkeeping, accountants, secretarial services.
- c) Services including beautician, barber, tailor, seamstress, pet groomer, woodworker, upholsterer, small engine repair.
- d) Family day care home for up to six (6) preschool and up to three (3) school-age children except children who are ten (10) years or older; consistent with RSA 170 E: 2 (a) and the NH Department of Health and Human Services "He-C 4002.N.H. Child-Care Facility (Day Care) Licensing and Operating Standards".

- e) Occupations not listed above that are of a similar nature and only if the Planning Board finds that the occupation meets all of the provisions of this section.

2. Non-Permitted Uses

- a) Auto Repair
- b) On-site Auto Sales
- c) Machine Shops
- d) On-site Lawnmower/Tractor Sales

3. Criteria for Major Home Occupation

- a) A Home Occupation shall be carried on by the occupant only within a dwelling or accessory structures and shall be incidental and secondary to the use of the property as a dwelling.
- b) There shall be no on site sale of goods except as incidental to the primary activity or service.
- c) Allowable space—Home Occupation activities shall be limited to no more than 25% of the gross floor area of all the building structures on the lot.
- d) Employees – Not more than one non-resident of the home may be employed in the home occupation on the premises. Upon request for a Special Exception, the Board of Adjustment may permit the employment of one additional employee on site.
- e) Residential appearance – The use shall not change the residential character of the dwelling, the property on which dwelling is situated or the neighborhood in which the property is located. There shall be minimal external alteration of the appearance of the property, dwelling, or accessory building in which the home occupation is conducted which would reflect the existence of the home occupation. All outdoor storage shall be visually screened from abutters.
- f) Not more than one (1) commercial vehicle may be kept overnight outdoors on the premises.
- g) General nuisances – No activity shall be allowed that would interfere with radio or television transmission or become a nuisance by way of traffic, noise, odor, smoke, dust, fumes, gas, vibrations, light or electrical interference noticeable at or beyond the property line or a public street.
- h) Parking – Off street parking shall be provided for at least occupant-owned vehicles—one non-residential space and one space for a pick-up delivery vehicle where applicable. There shall be no on-street parking.
- i) If there is a change of ownership of the property where a home occupation has been approved by the Planning Board and the new property owner proposes to continue the same home occupation, then the new property owner must notify the Building Inspector in writing before conducting the home occupation in the same manner and under the same conditions as originally approved by the Planning Board or must reapply to the Planning Board for a site plan review approval.
- j) Signs consistent with Article III, N.3.b (Signs, Residential) are allowed.

Town of Nottingham  
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Fax 603-679-1013  
plan.zone@nottingham-nh.gov

## Nottingham Planning Board HOME OCCUPATION INFORMATION

**MUST BE TYPED OR PRINTED LEGIBLY IN PEN**

**Land** Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Home** Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Home Occupation** Owner(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Tax Map Number:** \_\_\_\_\_ **Lot Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

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

Nature of Occupation: \_\_\_\_\_

Name of Occupation: \_\_\_\_\_

Days/Hours of Operation: \_\_\_\_\_

Name/Number of other Home Occupations on this property: \_\_\_\_\_

# of persons on site engaged in this Occupation: \_\_\_\_\_

What type of structure will be used? \_\_\_\_\_

Square footage within structure: \_\_\_\_\_

Will any areas outside of structure be used (if so describe area, size and activities)? \_\_\_\_\_

Describe any proposed repairs/modification/expansions:

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

Describe anticipated related deliveries to the site (quantity, frequency, type of carrier, etc.):

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

**Include a sketch of property showing areas to be used.**

Describe proposed Home Occupation:

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**STATEMENT OF ASSURANCE**

I hereby certify that to the best of my knowledge this information is valid and that there is no violation of the approved ordinances, codes, and/ or regulation on the Town of Nottingham. I authorize the Town of Nottingham staff to enter onto my property for the purposes of this review.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (if different)

\_\_\_\_\_  
Date

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**HOME OCCUPATION DETERMINATION**

\_\_\_\_\_ Minor Home Occupation

\_\_\_\_\_ Major Home Occupation (Site Plan Application Required)

\_\_\_\_\_  
Signature of Code Administrator

\_\_\_\_\_  
Date