

ZONING BOARD OF ADJUSTMENT
21 ACADEMY AVENUE
ATKINSON, NEW HAMPSHIRE 03811
Tel. (603)362-5761 – FAX (603) 352-5305

HOME BUSINESS APPLICATION AND/OR RENEWAL SURVEY

Introduction

This survey is intended to serve as your application and/or renewal of your home business permit. You are required to answer all questions completely and accurately in order to provide the ZBA with the information necessary to consider your application and/or renewal. If a questions does not apply, so indicate Leave no spaces blank. If you feel more information is necessary in order to accurately answer any questions, you should attach whatever supplemental information is needed.

In order to guarantee that your application is reviewed at our next regular public meeting, you should file it at least fifteen (15) days, for new home business application and five (5) days for a renewal prior to the meeting date. The board will review your application and notify you in writing as to whether it can be approved as filed. If the board is not able to approve the application as filed, you will be notified and invited to discuss your application at our next scheduled meeting, providing the filing requirements listed above are met.

If this is a renewal application, indicate the date of the original approval:_____

If you have any questions, please contact the Code Enforcement Office at 362-5761.

General

Name of Applicant_____

Property address_____ Map_____ Lot_____

Owner of Record_____

Name of your business_____

Daytime Phone_____

Name of any other business operated from this location:_____

Description of proposed use-showing justification for a Special Exception as specified in the Zoning Ordinance, Article IV, Section 450. Accessory Uses: Home Occupations. Describe the nature of business, its operation and activities:

Changes (renewal only)

Describe all changes to the property or business made within the last two years. Include building, grounds, parking, signage, addition of vehicles, growth of the business, etc.:

Physical information

1. What percentage (%) of your buildings, including storage space, are used for your business_____.

NOTE: if greater than 20%, attach a dimensioned sketch of entire floor plan. Indicate the areas used for business.

Indicate the dimensions of your sign (attach a diagram if needed):_____

List all chemicals, materials, and equipment used or stored in the operation of this business:_____

Indicate any physical evidence visible, audible or otherwise noticeable to any abutter resulting from equipment or material used, or activities performed, in the operation of this business:_____

Employee information

List every person (other than customers) involved in the business on the premises. Include yourself, any family members, subcontractors, etc. Attach another sheet if necessary:

Worker Position Relationship (if any) Hours per wk

1 _____

2 _____

3 _____

4 _____

Vehicular information

List all vehicles registered to you or to anyone else at this address:

List and describe all vehicles, trucks and other conveyances parked on the property at any given time: _____

Give a description of the nature and volume of vehicular traffic related to your home business during a typical day. Indicate the size of delivery vehicles and the number of trips per day. Be sure to include visitors, delivery trucks, customer vehicles, etc.: _____

Approximate number of daily automobile visits to and from the property _____

Describe the worst case traffic you would expect: _____

Describe your off street parking: _____

Signature & Date

I hereby apply for a home business and/or renewal permit as described and regulated by the Atkinson Zoning Ordinance. I also certify that the information contained in the above application is true and correct to the best of my knowledge, and represents an accurate and complete description of my home business.

Applicant signature Date

-----Do not write below this line. For Town use only-----

Date of Zoning Board of Adjustment meeting _____

Result of Board's review: _____

Chairman, Board of Adjustment Date

Revised 6/6/00