

CITY OF ROCKLAND, MAINE



270 Pleasant Street
Rockland, Maine 04841

CODE ENFORCEMENT OFFICE

Office (207) 594-0308 FAX (207) 594-9481

City's Web: www.ci.rockland.me.us Email: jroot@ci.rockland.me.us

HOME OCCUPATION APPLICATION

A. Property/Owner Information:

1. Property Address: _____
2. Property Owner(s): _____ Phone: _____
3. Business Owner(s): _____ Phone: _____
4. Current Use of Property: Single-Family Multi-Family Mixed Use (residential & non-residential).
Note: The home occupation must be in the dwelling in which the proprietor of the business resides or in an accessory building located on the same parcel.
5. Floor area of dwelling: _____ sq. ft. Floor area of enclosed accessory buildings: _____ sq. ft.
6. Identify all rooms in the dwelling and/or accessory structure and the square footage to be used for the home occupation (example: first floor office 10'X10' and living room 12'X 15'): _____

Provide a floor plan showing the room(s) that will be occupied by clients/customers attending the Home Occupation. Include the location of all doors, hallways and stairways that are part of the exit passageway to the outside. See attached sample titled: SAMPLE FLOOR PLAN

Note: Level 2 Home occupations are limited to 20% of the combined floor area of the principal and accessory structures. Level 3 limit is 30%.

B. Business Information:

1. Describe the Business be proposed: _____

2. Hours and days of operation: _____
Note: Level 2 permits business operation form 9AM to 5PM. Level 3 permits business operation form 8AM to 6PM except for Home Daycare drop-off.
3. Number of persons including the proprietor who will be working at the Home Business: _____
4. Number of family members who will be working at the Home Business: _____ List below:
Name: _____ Relationship: _____
Name: _____ Relationship: _____
Name: _____ Relationship: _____

Note: Family members must be from the immediate family and must reside at the residence where the Home Occupation is located.

B. Business Information (cont.):

5. Number of non-family members who will be working at the Home Business: _____ List Below:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Note: Level 1, only immediate family members in residence permitted. Level 2, only 1 non-family member. Level 3, up to 3 non-family members.

C. Traffic/Vehicle and Site Information:

1. Estimated number of customers/clients that would visit the business each day: _____

Further explanation of customer/client visits (for example, how many during the busiest hour, frequency, etc.):

2. Describe the type and estimated number of deliveries per week (example: UPS once per week, mail):

3. Number of on-site parking spaces exclusively for the Home Occupation: _____

Note: Adequate parking for residential use must also be retained. All parking spaces must be shown on the site plan.

4. List all motor vehicles (other than a typical family vehicle) and their gross vehicle weight (GVW) that are associated with the Home Occupation and stored on the property: (example: Ford F 150, GVW 3000)

Vehicle make and model: _____ GVW: _____

Vehicle make and model: _____ GVW: _____

Note: Level 1 Home Occupations don't permit vehicles for home occupations; Level 2 permits no more than 1; Level 3 permits no more than 2.

5. List other equipment associated with the Home Occupation such as utility trailer, commercial lawn mower, etc: _____

6. Type of wastewater disposal Public Sewer Septic System

7. Are any new lighting fixtures being proposed? Yes No

Note: Lighting fixtures must meet all applicable performance standards and must be shown on the site plan.

8. Will there be any out of the ordinary noise produced by the Home Occupation? Yes No

If so, please describe: _____

Note: Noise level limitations in Section 19-316.D. must be observed.

Applicant Signature

Date

Owner Signature (if different)

Date

Account # 3251

For Office Use Only

Permit # _____ Level 1 Level 2 Level 3 CEO Review Only CEO & PB Review : PB Approval Date: _____

Application Fee \$ _____ Date _____ Receipt # _____ Paid By _____

Approved Denied Date _____ CEO Signature _____

SAMPLE SITE PLAN FOR HOME OCCUPATION

GIS map of your property available from the Code Office

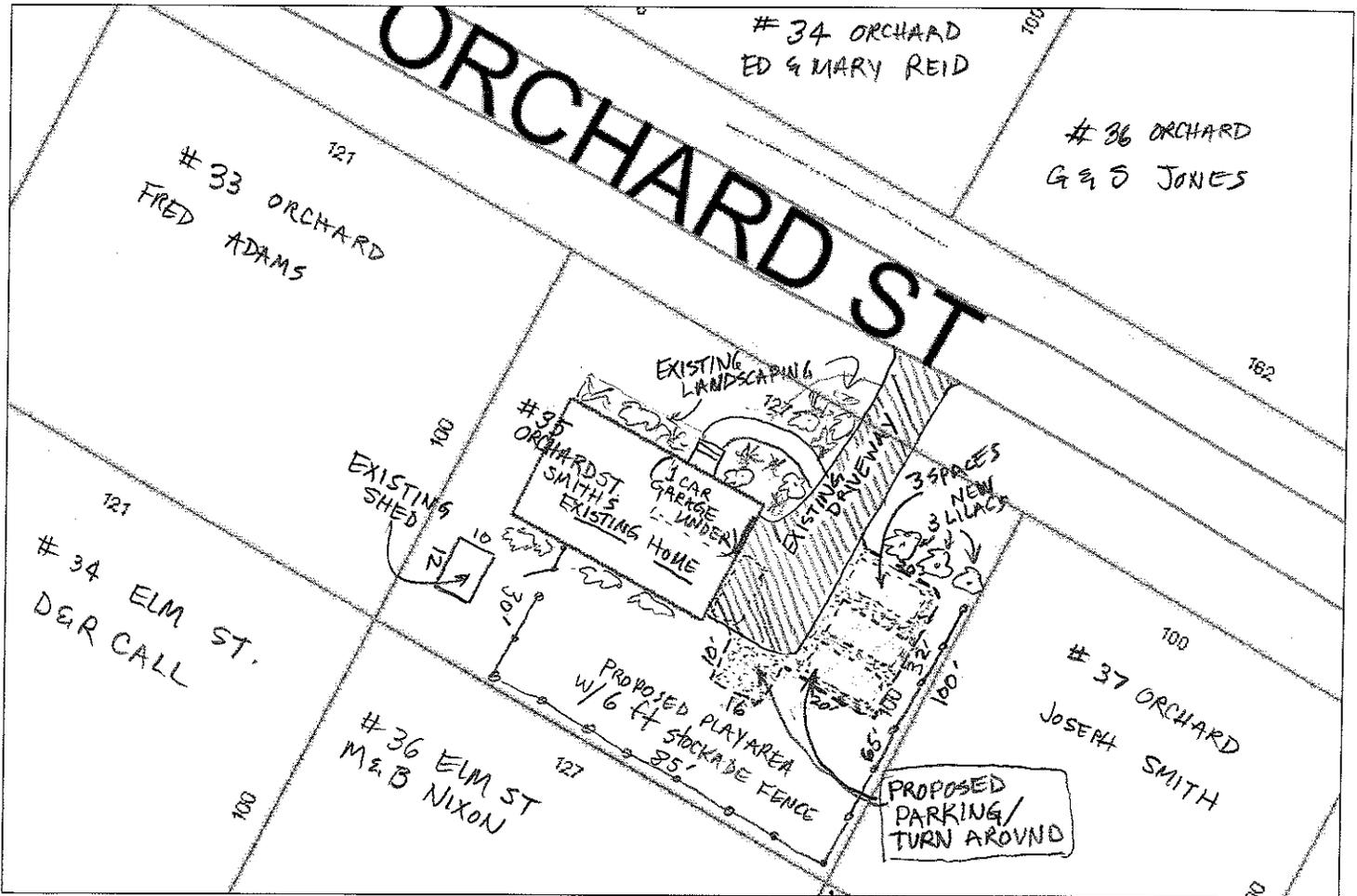


Provide a Site Plan reasonably drawn to scale showing at a minimum the following:

- Address of subject property and owner name(s).
- Scale of drawing
- Adjacent streets and street names
- Property lines and dimensions.
- Existing and proposed driveway location(s) and on-site parking spaces.
- All existing and proposed buildings and other structures on the site.
- Existing and proposed screening (vegetative screening, trees, shrubs, fences etc.)
- Names of abutting property owners.

Note: The Code Office will provide you with an aerial photograph showing the abutting properties and nearby buildings as well as a blank (without photograph, see example below) map showing property lines in order to assist you with developing your plan. The City will also be notifying all abutting property owners upon receipt of this application (including across streets). Be sure to ask for assistance if you have questions or need help.

Example of a Site Plan to accompany a Home Occupation Application. This example is reduced.



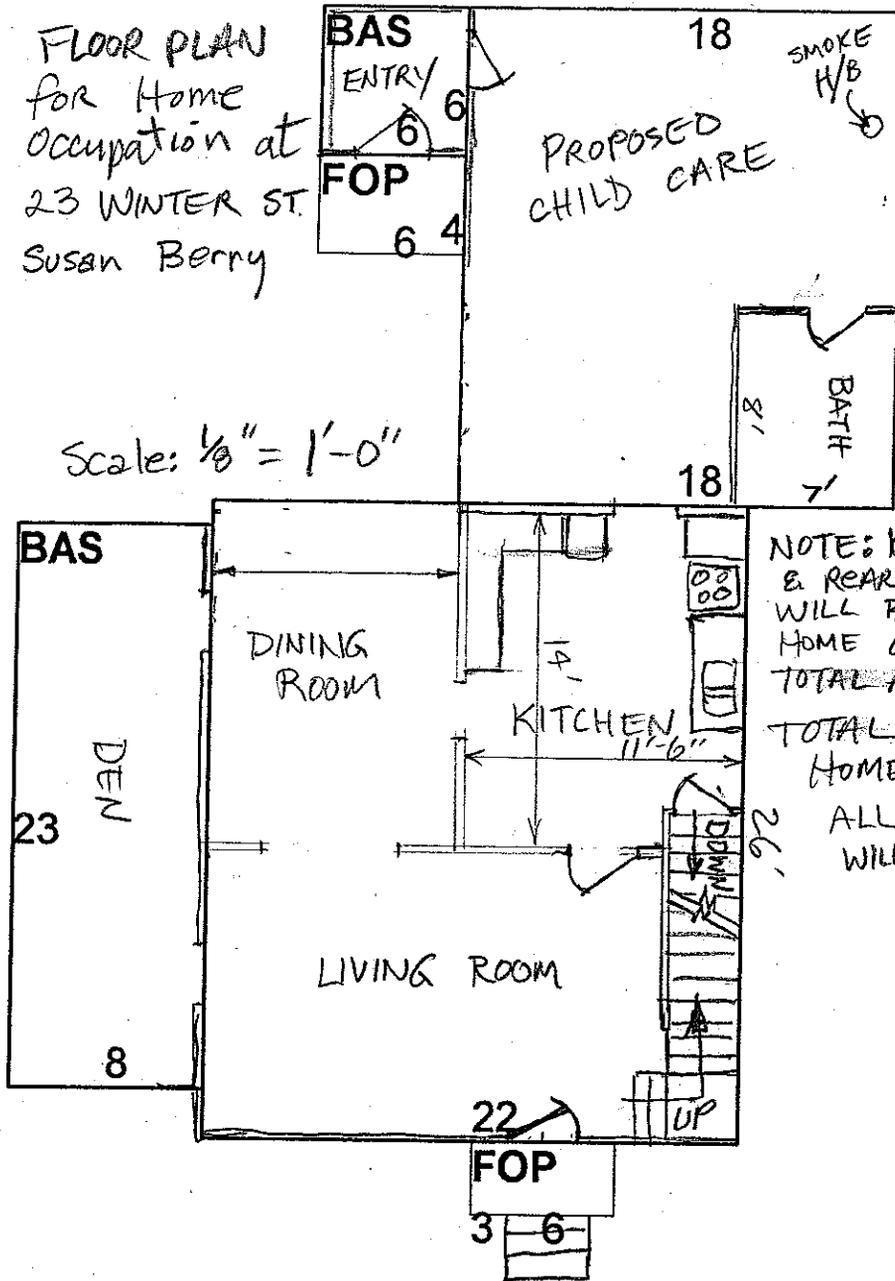
SITE PLAN FOR NEW DAYCARE AT
35 ORCHARD ST - CAROL & JOHN SMITH
SCALE: 1" = 20'

- DO NOT SUBMIT THIS SAMPLE WITH YOUR APPLICATION -

SAMPLE¹¹ FLOOR SAMPLE

FLOOR PLAN
for Home
Occupation at
23 WINTER ST.
Susan Berry

Scale: $\frac{1}{8}'' = 1'-0''$



NOTE: KITCHEN, BATH
& REAR RM. (18X20)
WILL BE USED FOR
HOME OCCUPATION -
TOTAL AREA IS 521 SF

TOTAL AREA OF
HOME IS 1748 SF
ALL NAPS/SLEEPING
WILL BE REAR ROOM

- DO NOT SUBMIT THIS SAMPLE WITH YOUR APPLICATION -