



**Town of Harpswell
Code Enforcement Office
Home-Based Business Registration**

Business Name: _____

Business Address: _____ Map _____ Lot _____

Contact Information:

Name: _____ Phone Number: _____

Email Address: _____

Please describe your Home-Based Business: _____

PLEASE PROVIDE A STATEMENT OF HOW YOU MEET THE STANDARDS BELOW.

Home Occupations are allowed in all zoning districts (**Shoreland Zoning Ordinance 15.20**). Those home occupations that provide public restrooms or showers or that serve food to the public need a permit from the Code Enforcement Officer. In all cases, the home occupation will be in compliance with the State of Maine Subsurface Wastewater Disposal Rules. Except for home occupations related to commercial fishing, all home occupations, regardless of whether they are located within the Shoreland Zone, are subject to the performance standards of this section.

15.20.1. Any home occupation that involves a prohibited activity or use listed in Section 15.6 of this ordinance shall be prohibited. _____

15.20.2. A home occupation shall be accessory to a residential use and clearly incidental and secondary to the residential use of the dwelling unit. _____

15.20.3. Except for family and group day care homes, and bed and breakfast home occupations, no home occupation shall be located in more than one (1) structure nor shall any one (1) or more home occupation utilize more than twenty-five percent (25%) of the gross floor area of the dwelling (excluding basement floor areas) if located in the dwelling or more than nine hundred (900) square feet of gross floor area of the accessory structure if located in an accessory structure.

15.20.4. Any home occupation must be carried on by a resident or occupants of the dwelling unit. In addition to the resident or occupants of the dwelling unit, no more than two (2) full time employees, or part-time employees' equivalent to two (2) full time employees, may be employed in the home occupation. In Resource Protection districts within the Shoreland Zone, no more than one (1) full time

employee, or that number of part-time employees required to do the work of one (1) full time employee, may be employed in the home occupation. _____

15.20.5. A home occupation shall not create a nuisance through generation of objectionable conditions such as noise, smoke, dust, odors, accumulation of animal waste, glare, or other nuisance conditions. _____

15.20.6. In addition to the off-street parking provided to meet the normal requirements of the dwelling, adequate off street parking shall be provided for the vehicles of each employee and the maximum number of users the home occupation may attract during peak operating hours. Parking areas beyond those needed for the residential use shall be designed to minimize runoff and erosion. Where feasible runoff will be retained on site and prevented from flowing directly onto a neighboring property or into a water body. _____

15.20.7. A home occupation shall not generate substantially greater traffic volumes than would normally be expected in the neighborhood. _____

15.20.8. A home occupation may not generate special or hazardous waste in amounts larger than those normally associated with the residential use of the property. _____

15.20.9. A home occupation shall be compatible with the residential use of the property and surrounding residential uses. _____

15.20.10. Except for home occupations related to commercial fishing, Planning Board review and approval is required for home occupations in a Resource Protection District unless the home occupation:

- a) is carried on entirely within the residential dwelling unit on the property,
- b) has no employees other than the occupants of the dwelling unit,
- c) has no retail sales,
- d) generates no additional traffic than would normally be associated with the residential use of the property, and
- e) generates no special or hazardous wastes, as defined under Maine law.

I certify this application is accurate and agree to comply with all town ordinances related to this home-based businesses. _____ (signature) _____ (date).

Upon approval, please check with the Clerk's Office to see if your business needs to be registered and with the Assessing Office regarding Personal Property requirements.