

Check List for Home Based Business

Per Section VI, Para.A & B of the "Antrim Subdivision & Site Plan Review Regulations"
and Article XIV-A Home Based Businesses of the "Town of Antrim - Zoning Ordinances"

Applicant _____

Rev. 8/16/07

Item	Para.	Requirement	Satisfied	Waived	Comments
1	XIV-A.2	<i>Home Based Businesses</i> = Any commercial activity engaged in by the resident or residents of a property that is clearly secondary to the use of the property as a residence. Any activity that meets at least one of the below listed criteria will be considered a Home Based Business for purposes of the ordinance:			
2	XIV-A.3.a	The commercial activity on the premises is not performed entirely within a dwelling or structure accessory to the dwelling.			
3	XIV-A.3.b	The number of on premises, non-resident employees is greater than one.			
4	XIV-A.3.c	Changes the residential character of the property in any visible manner			
5	XIV-A.3.d	Shows exterior evidence of the commercial activity except for signs as permitted in Article,XVII of Antrim's zoning ordinances.			
6	XIV-A.3.e	Displays or stores materials, goods, supplies or equipment outdoors.			
7	XIV-A.3.f	Parks or stores more than two (2) vehicles used in the commercial activity on the premises.			
8	XIV-A.3.g	Involves the presence of mechanical equipment used in a business.			
9	A.1	Completed application			
10	A.1.a	Fully executed and signed copies of the Building Permit Application.			
11	A.1.b.(1)	Location of site, zoning district, tax map number, lot number, names of any adjoining streets, names and addresses of the owners of record, of the applicant and abutting land owners.			
12	A.1.b.(2)	Area to be used for commercial purposes.			
13	A.1.b(3)	Signed release for the Building Inspector to examine the property to see if it is			
14	A.1.b(4)	A written statement describing the purpose of the proposed project and giving sufficient detail to determine compliance with Town Ordinances and Regulations.			
15	A.2	Plan of Development--A plot plan diagram (engineered plan not necessary)			
16	A.2(a)	Shape and dimension of interior and exterior areas to be used.			
17	A.2(b)	Any additions or changes to be made in plumbing or electrical wiring			

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18	A.2(c)	The shape and dimensions of the proposed parking area			
19	A.2.(d)	Driveways and flow of traffic entering and exiting the site			
20	A.2.(e)	Location, size and character of all signs and exterior lighting			
21	B.2(c)	Any changes in the sewage disposal system			
22	B.2(g)	Provisions for storage and removal of rubbish			
23	B.3	Additional information:			
24	B.3(a)	Written recommendation of the Fire Safety Officer if requested.			
25	B.3(b)	Written approval from the Antrim Sewer and Water Department if such approval is required by the Planning Board			
26	B.3(c)	Written approval of the New Hampshire Department of Transportation or the Antrim Road Agent for siting driveways & curb cuts with adequate lines of sight.			
27	B.3.(d)	Written approval by the NHDES Subsurface Systems Bureau for any proposed additions or changes in the septic system or to additions of buildings on a septic system.			
28	B.3.(e)	Written approval of the Antrim Planning Board for a Special Use Permit to disturb the 25' wetland buffer.			
29	XIV-A.4.	Home Based Businesses Constraints (Article XIV-A):			
30	XIV-A.4.a	Home based businesses must not create objectionable noise, odor, vibration, smoke, dust, heat, glare or unsightly conditions noticeable off the premises.			
31	XIV-A.4.b	Home based businesses must not create electronic interference.			
32	XIV-A.4.c	Home based businesses must not create a safety, health, or environmental hazard.			
33	XIV-A.4.d	Home based businesses must not provide for adequate off-street parking facilities for employees and visitors.			
34	XIV-A.4.e	Home based businesses must not be allowed in Multi-family dwellings.			
35	XIV-A.5.c	Home based businesses require a home based business permit in order to operate.			