

## **HOME OCCUPATION SAMPLE LETTER**

Dear Code Enforcement Officer,

I am requesting a permit to allow me the use of my residence at 1234 Side Street for a home occupation. I intend to serve as an independent accounting consultant, creating customized databases for construction companies. In effect my work will be computer programming, an acceptable home occupation listed under the Town of Poland's Comprehensive Land Use Code. The following is an explanation of how my home occupation will meet the listed criteria under the Town's Land Use Code.

1. I will be the only employee.
2. I will not add any structures or additions to my residence.
3. There is no objectionable increase in traffic over that which is normal for the neighborhood.
4. There will not be any regular customer traffic, so there is no need for additional parking spaces.
5. There will be no public display of goods or wares or machinery used in the home occupation visible from any public or private way or adjacent properties.
6. It does not adversely affect any natural resource or environmentally sensitive area. The home occupation will not use chemicals in quantities not commonly found in a residence.
7. I will not generate any nuisance, waste discharge, offensive noise, vibration, smoke, dust, odors, heat, glare, radiation, fumes detectable to the normal senses, or electrical interference which interferes with normal radio or television reception, or causes other nuisances which extend beyond the limits of the subject property and all waste material from the home occupation shall be removed promptly from the premises according to State laws, this Code, local ordinances and regulations.
8. I will not display any exterior exhibits, exterior storage of materials or any other exterior indications of my home occupation from the residential character of the principal dwelling or accessory structures.
9. There will be no exterior signage.
10. I am not located in the shoreland zone
11. I will not have any additional vehicles or equipment on my property.

As you can see, my home occupation is a secondary and incidental use of my residence. The external activity level and impact is negligible and in keeping with the residential character of the neighborhood.

I have attached a copy of the floor plans showing my entire dwelling and area of the home occupation space. Thank you for your assistance in this matter.

Sincerely,

Mr. Jim Doe