



Town of Newton, New Hampshire

CONDITIONAL USE PERMIT

HOME-BASED BUSINESS

WITHOUT RETAIL/CUSTOMER AREA

I herein make application to the Planning Board of the Town of Newton for a permit to operate a home-based business at the location listed below, as provided for in the Zoning Ordinances Section XII, "Home Occupations and Home-Based Businesses." This business will not be open to the public but is to supply a business address to qualify under NH RSA 349:5.

One home occupation / home-based business is allowed per property and is accessory to the residential use. There shall be no outdoor activity or use, including storage and parking of commercial vehicles or trailers exceeding 12,000 GVW.

DATE:	PROPERTY LOCATION & ACREAGE:	MBL#:
APPLICANT'S NAME:	MAILING ADDRESS:	PHONE:
EMAIL ADDRESS:		
BUSINESS NAME:	BUSINESS MAILING ADDRESS:	BUS. PHONE:
NATURE OF BUSINESS:	HOURS OF OPERATION:	# EMPLOYEES:

Fees for Home-Based Business

Application Fee - \$ 100.00 ____
NPREA Fee - \$ 375.00 ____

Attachments:

Home Occupation Checklist ____ 16- 11" X 17" Plans ____
Abutter labels ____ Letter of intent ____

ONLY FULLY COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS WILL BE FORWARDED TO THE PLANNING BOARD.

PLEASE REFER TO PROCEDURES SECTION OF THE NEWTON ORDINANCE MANUAL ONLINE FOR SUBMISSION REQUIREMENTS.

I declare that I am the applicant/owner of the property for which this application is made. I have read the provisions of the Newton Zoning Ordinances Section XII and the Newton Policies and Procedures Manual. I agree to comply with them, and to be subject to all their provisions. I hereby declare that this application is to bring my business into compliance with RSA 349:5 and will not have any public hours of access and any business will be conducted off-site from the above listed address. I declare that I understand that any permit issued under Section XII may not be transferred to another party.

I certify the above statements are true and accurate:

Signature of Applicant

Date

Signature of Owner

Date

CONDITIONAL USE PERMIT HOME-BASED BUSINESS CHECKLIST

<input type="checkbox"/>	1. A sketch of the property showing all buildings and structures has been provided.
<input type="checkbox"/>	2. There shall not be any outside display of the home-based business except the permitted 2 square foot sign.
<input type="checkbox"/>	3. No toxic, explosive, flammable, combustible, corrosive, etiologic, radiologic, or other restricted materials shall be stored onsite.
<input type="checkbox"/>	4. No more than two commercial vehicles shall be kept overnight at premises.
<input type="checkbox"/>	5. Home-based business shall be conducted by the resident of the premises.
<input type="checkbox"/>	6. No outside operations, storage or display of materials or goods shall take place.
<input type="checkbox"/>	7. Processes shall not be utilized which are hazardous to public health, welfare, or safety.
<input type="checkbox"/>	8. Business shall not emit smoke, dust, odor, noise, gas, fumes, or lights. Any refuse matter produced by the home-based business must not be disposed of in the town transfer station. Independent disposal shall be arranged for by the resident.
<input type="checkbox"/>	9. A copy of the property assessment card has been provided.
<input type="checkbox"/>	10. A description of the business has been provided.
<input type="checkbox"/>	11. No retail space will exist, nor will customers come to the premises.
<input type="checkbox"/>	12. Abutters labels have been provided.
<input type="checkbox"/>	13. Letter of Intent has been attached

By signing this application to the Planning Board, you give permission for the Newton Planning Board to conduct a site visit should one so be ascertained to be necessary. An appointment for any such site plan will be arranged with the property owner and/or tenant beforehand.

I certify the above statements are true and accurate:

Signature of Applicant

Date

HOME BASED BUSINESS INSTRUCTIONS

Section XII

The following documents must accompany all applications:

1. Names and mailing addresses of all abutters (see directions below).
2. Drawn plans showing setbacks from dimensions of the lot, lot boundaries and locations of existing structures, septic location, well location, and a north arrow. This does not need to be a professionally drawn plan, but legible.
3. Show where the business will take place. This does not need to be a professionally drawn plan but should be legible enough to identify where the listed items are.
4. A description of the business must accompany the application.
5. A copy of the current waste disposal plan.
6. A letter of intent outlining the business plan.

ABUTTER LABELS

ABUTTER shall mean any person whose property adjoins or is directly across the street or stream from the land under consideration by the Planning Board. Include Owner, Applicant (if different) and any professionals who created/stamped your plans (per RSA 672:3). Please submit 3 self-adhesive labels per.

To find your abutters:

1. Go to: <https://www.newton-nh.gov/>
2. In the right-hand menu box (kind of olive green), click on the GIS Mapping link.
3. On the new screen in the upper left click on search, then either type in your address or name. Your lot should be in the middle of the screen. If not click on your property in the menu that will be on the left side of your screen.
4. Again, in the upper left, beside your name is a small icon that says ABUTTERS, click it.
5. Set the "Select parcels within" to 50 feet (your abutter's lots will turn salmon coloured.)
6. Click on "+add or remove" and click on your own lot, it will change colour.
7. Under "Reports" you will see a choice of "Abutters Reports" and "Mailing Labels". Click on "Mailing Labels" the PDF version. A pop-up will appear in the middle of your screen.
8. Click on "Mailing Labels PDF" in the pop-up and a new window will open with the Mailing labels in format for printing on any self-adhesive label sheet that is 3 rows across and 10 per column.
9. Load 3 sheets of labels into your printer and choose the tiny printer icon in the upper right corner (depending on your program it may be on the left). Have it print 3 sets.

If you have a professional who prepared your plans, ask them to supply you with 3 mailing labels for each abutter, and professional who stamped or signed your plans.