Home Based Service Business Info Requirements

As of 2002 April Town Meeting, Home Occupations now include:

*Home Based Service Business* – All require a **Special Permit** (see §240-162F.3)  
(see § 240-13 of the Code of Falmouth)

The Board of Appeals will require the following information with application:

1. **Certified Plot Plan** (provide 4 copies)
   - Locate all structures, driveways and parking areas on subject property; locate any off-premise dwelling within thirty feet of the property line.
   - Locate and describe exterior storage of materials and distance to the lot lines.
   - No storage may be located in the front yard or within five feet of the property line.
   - Indicate where vehicles and equipment will be parked.
   - Identify any interior storage.
   - Show any screening (type & size).

2. **A description of the business:**
   - Property owner
   - Name & type of business
   - Description of how the business functions, the responsible party and mailing address
   - Letter from the property owner authorizing this use, if applicant is not the owner.
   - Number & types of vehicles (provide copy of registration) with GVW
   - Hours of operation (bylaw may allow 7AM to 7PM Monday thru Saturday)
   - Number of employees / family members (employed on & off the site)
   - Number of employees working on the site
   - Number of employees working off site (include times and describe employee visits to the site)
   - Provide two copies of a plan of the area utilized for Home Based Business (30% of building is allowed)
   - Provide quarterly reports filed with the Department of Employment Training or payroll records (documentation of employees – delete salary amount & social security number)

3. **Are there any vehicles owned or leased in excess of 13,000lbs.?** If so apply under §240-38G.4 for compliance.
4. Are there any trailers? Provide documentation of length and purpose.

5. Do any materials stored on the site require a motorized device to load or off-load?

6. Describe any deliveries to the site associated with the home based business.
   (How often and what type of delivery vehicle(s))

7. Are you on a Town accepted road? Is the site part of a neighborhood association?
   If so, provide the name of the association and the name, address, and telephone number of the president of the association.

8. Are there any other home based businesses within ½ mile? If so, describe.

9. Is your property under Special Permit already? For what purpose?

10. Describe any existing buffers to your property such as fences or landscaping. Do you plan to install buffers to your property as part of this application? If so describe.

11. How do you normally access the site (ie: by what roadways)? Provide a copy of the assessor’s map identifying the site.

A requirement may be imposed for an annual inspection by the Board of Appeals to determine compliance, depending on the circumstances of your case and the right to impose additional conditions reserved by the Board.

A condition may be imposed by the Board to reserve the right to such review or a new public hearing if the Board deems necessary.

At least 7 days prior to hearing, please stake exterior storage areas and vehicular parking areas (if applicable).