



Planning Board Home Occupation Application Form

Please refer to the Town of West Bath Land Use Ordinance and contact the Code Enforcement Officer (CEO) through the Town Office for application assistance at codes@westbathmaine.gov or call (207) 443-4342.

Please read this form carefully and answer all questions.

Applicants must meet with the CEO for guidance before submitting an application.

Seven (7) copies of a completed application, drawings, and supporting data (digital also) along with the application fee must be brought to the Code Enforcement Officer at least twenty-two (22) days prior to the Planning Board meeting in order to be placed on the meeting agenda.

Building Plans and Site Plans must be provided on 24"x36" size paper (also digital file same size) and at a scale that the required information is clear and legible. Three (3) of the seven (7) required copies may be provided on 11x17 size paper.

The non-refundable application fee in accordance with the Town Fees & Penalties Schedule is \$_____
(verify amount with Code Enforcement Officer)

(1) Applicant Information:

Name: _____

Address: _____

Phone: () _____ Alt Phone: () _____

(2) Lot Information

Parcel Map: _____ Lot: _____

Current Zone: _____ Acreage: _____

(3) Is this your primary Residence? Yes _____ No _____

(4) Is the property part of an existing subdivision? Yes _____ No _____

(5) Interest in property for which permitting action is requested (e.g. owner, owner's agent, lessee, etc)

a) If applicant is not owner, please provide the following owner information along with a letter of authorization to represent them for the application:

1) Name: _____

2) Address: _____

- 3) Phone: () _____
- (6) Description of home occupation: _____

- (7) Total Square footage of dwelling(s) and all outbuildings: _____
 Total Square footage of dwelling(s) and all outbuildings used for home occupation: _____
 Percentage of dwelling(s) and all outbuildings used for home occupation business: _____ (<25%)
- (8) Type of Sewage Disposal System: Single Dwelling/Building _____ Multiple Dwelling/Building _____
 Will there be added burden on sewage disposal system? Yes _____ No _____
 If yes, describe additional usage: _____

- (9) How many employees will be on site? _____
- (10) Will there be retail sales on site? Yes _____ No _____
- (11) Site Plan: Provide a plan with the following information about the lot and the proposed use or development of the lot using a scale drawing, map, or prepared site plan:
- a) Lot Dimensions
 - b) Names of abutting property owners, names and locations of Rights of Way (public and private including roads and traveled ways discontinued or not), and abutting or traversing bodies of water or wetlands
 - c) Locations of sewage disposal facilities and water supplies
 - d) Summarize any existing or proposed easements, restrictions, and/or covenants placed on property
 - e) Show parking accommodations
 - f) Show location of signage and trash receptacles
- (12) Building Plan: Provide a floor plan of the entire dwelling(s) indicating the specific area (including dimensions) to be used for the proposed home occupation.
- (13) Provide a sketch of the proposed signage including dimensions, not to exceed three (3) square feet.
- (14) Does the business require adherence to any State Regulations? Yes _____ No _____
 If yes, please list State regulations: _____
- (15) Has Fire Chief inspected the space and determined it meets NFPA Life Safety Standards?
 Yes _____ No _____ NOTE: Before filing a commercial application, plans must be submitted to the Fire Chief for review before Planning Board approval may be granted.

The undersigned (Applicant) applies for a permit to be issued by the Planning Board on the basis of the information provided herein. The applicant certifies that all information provided by the Applicant, including that contained in attachments hereto, is true and correct to the best of the Applicant's knowledge and belief.

Applicant Signature: _____

Date: _____

Print Name: _____