



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Planning & Zoning
Community Development
Conservation Commission
Historic District Commission

Information for Home Occupation Application

Submit the following:

1. Home Occupation Application
2. A narrative (use letter of intent format) explaining just what you intend to be doing.
3. A sketch showing the following information:
 - a) Square footage of the dwelling unit
 - b) Square footage of the section which you will be using for your business (No more than 25% of the dwelling unit floor area can be used)
4. Abutter Sheet

If the applicant is NOT the property owner, you must submit something from the owner (with original signature) giving permission for this home occupation to be done at this location.

THERE IS A CHARGE OF \$50.00
FOR THE PROCESSING OF YOUR APPLICATION

There is also a fee for sending notice by certified mail to each abutter and the applicant (this fee is currently \$3.40)

Updated 1/30/2012



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APPLICATION FOR A HOME OCCUPATION

PHONE NUMBER _____ DATE _____

MAP _____ LOT _____ ZONE _____

NAME OF APPLICANT:

ADDRESS:

NAME OF OWNER OF PROPERTY:

ADDRESS OF PROPERTY OWNER:

TYPE OF HOME OCCUPATION:

HOURS OF OPERATION: _____ DAYS OF OPERATION _____

NUMBER OF EMPLOYEES: _____

SIGNATURE OF APPLICANT



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Map _____ Lot _____ Zone _____

MEMORANDUM

To: Prospective Applicants for Site Review
From: Planning Department
Subject: Letter of Intent

We appreciate your interest in developing property in the City of Rochester and would like to make the application process as simple and pleasant as possible. The first step in our application process is the letter of intent. This letter serves as a means for you to communicate to the Planning Department in writing what it is you plan to do with the property to be developed. In addition, this letter allows the Planning Staff to determine what (if any) review procedure is appropriate.

Because this letter is the primary means of determining the scope of site review that will need to take place, it is important that your letter of intent contains enough information for a determination to be made. Please make sure that all of the following items are included in your letter of intent.

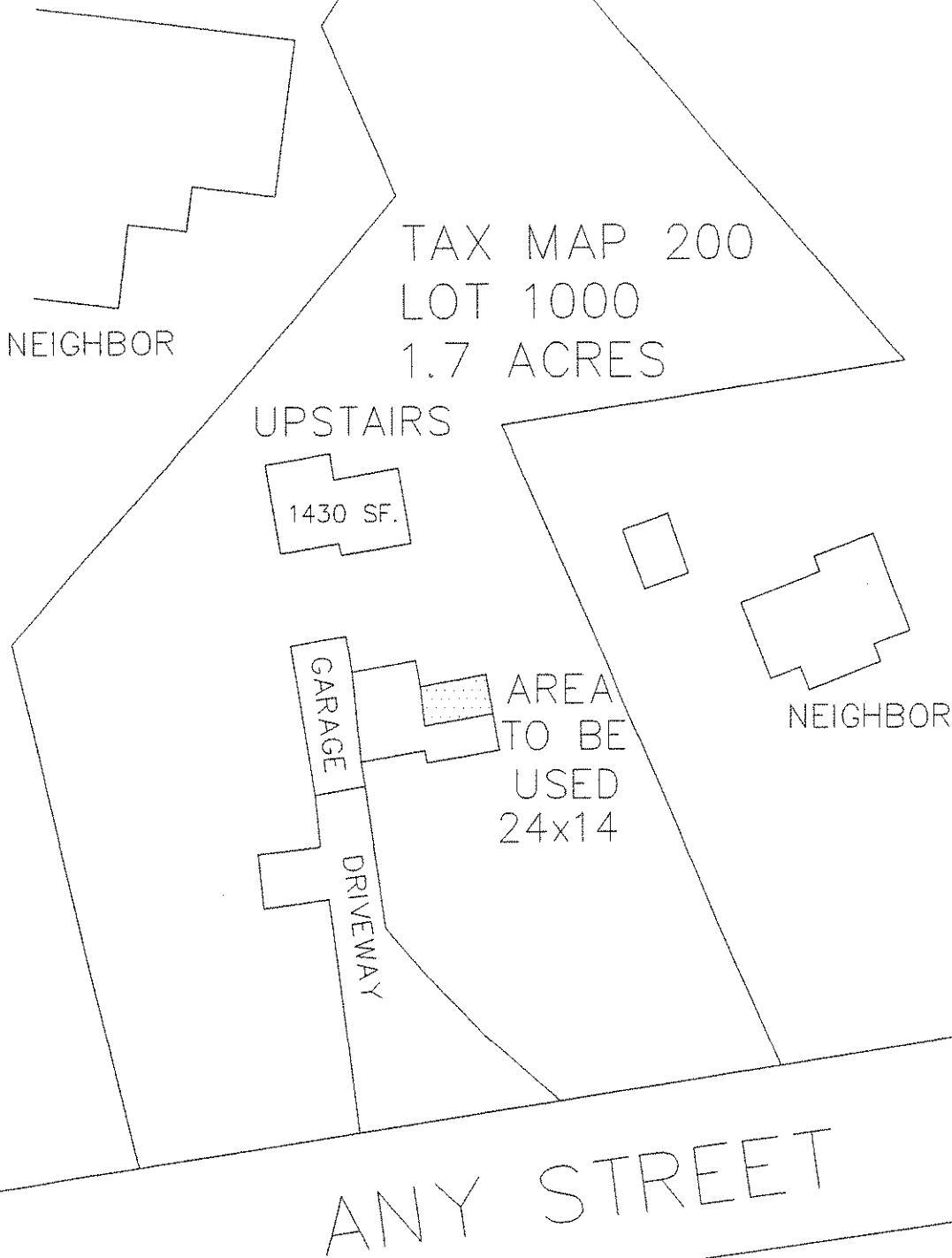
- The applicant's name, address, telephone number, and email address
- The property owner's name and address (if different)
- Written permission from property owner (if different than applicant) allowing proposed use.
- The property location (address, tax map and lot number and Zone).
- Number of sq. ft. to be used and whether it is existing space or new construction.
- Description of the proposed use of the property.
- Description of the previous use of the property.
- Brief description of the existing conditions of the neighborhood (are the abutting properties residential, uses of abutting properties, traffic conditions, etc).
- The number of employees that would result from the proposed use.
- The proposed hours of operation for the new use, and expected traffic.
- Is property now vacant, if so, an occupancy permit may be required from Code Enforcement
- Description of how off-street parking will be accommodated.
- Description of any proposed site changes (ground disturbance, new structures, additions to existing structures). You do not need to address any interior changes to structures; Code Enforcement will outline the necessary procedures and permits.
- Any outside storage, noise, vibration, light or smoke anticipated from the proposed use.
- Where the access to the property will be located (driveways, curb cuts, etc.).

When you have completed the letter, you can mail it to the address at the top of the page, drop it off at the Planning Office, fax it to us at 603-335-7585, or e-mail it to: marcia.gasses@rochesternh.net.

We appreciate your interest in developing property in Rochester, and we wish you the best of luck with your project. Please do not hesitate to contact our office at 603-335-1338 should you have any questions.

HOME OCCUPATION
FOR BUSINESS
MR. & MRS.

UPSTAIRS = 1430 SF.
DOWNSTAIRS = 1430 SF.
TOTAL = 2860 SF.
1/4 OF TOTAL = 715 SF.
AREA OF USE = 336 SF.



SAMPLE ONLY

APPLICANT TO DRAW SIMILAR AS ABOVE SAMPLE

(28) Home Occupation. Any use conducted entirely within a dwelling or an accessory building which is clearly incidental and secondary to the use of the dwelling purposes and which does not change the character thereof, and in connection with which there is no outside display or storage, nor emission of dust, noise, fumes, vibration or smoke beyond the lot line. Such home occupation shall not employ more than two (2) persons who are not members of the family nor occupy a floor area greater than twenty-five percent (25%) of the floor area of the dwelling unit. Goods sold at retail shall be those manufactured or assembled on the premises. Care of children in the home, provided that no more than three (3) children are cared for, shall be considered a home occupation and shall be considered exempt from parking restrictions and site review. Signs for a home occupation shall be in accordance with the provisions of Section 42.8 of this ordinance. Maximum surface area: Two (2) Sq. Ft.