

## LITCHFIELD PLANNING BOARD HOME OCCUPATION INFORMATION SHEET

### Initial Permitting Procedure:

Litchfield allows home businesses, or “home occupations,” after issuance of a permit by the Litchfield Planning Board, within the following districts:

#### Residential Zoning District

#### Commercial Zoning Districts

- Highway Commercial Zone (Route 102) – within residential units constructed prior to March 14, 1989
- Northern Commercial Zone – within residential units constructed prior to March 14, 1989.
- Transitional Zones – within single and duplex residences occupied prior to March 14, 1989.

Applicants are required to submit the information and fees described below. Applications must be submitted at least 15 days before the first Tuesday of a month for the Planning Board to consider hearing the application during that month. The Litchfield Zoning Ordinance (which contains the home occupation ordinance) requires the Planning Board to hold a public hearing on the application and to notify abutting property owners of the time and place of the hearing. This process informs abutting property owners of the proposed business activity and allows them to voice their concerns before the Board acts on the application.

Upon receipt of a complete home occupation application, the Planning Board’s Administrative Assistant will schedule the applicant to appear before the Planning Board. The Planning Board usually holds public hearings on the first Tuesday of the month. The Board may also hold a public hearing session on the third Tuesday of the month if warranted by the caseload.

Generally, at the public hearing the applicant is first asked to describe briefly the nature of the proposed business. Then the floor is opened to questions from the Planning Board. The Board’s staff planner and/or the Board’s Administrative Assistant reports on the status of the application and compliance with provisions of Litchfield’s home occupation regulations. Questions and/or comments from any abutters are then entertained before the hearing is closed and the Board acts on the proposal.

### Application:

The following items must be submitted to the Planning Board at Town Hall, 2 Liberty Way:

**PLEASE SEE SECTION 504.00 HOME OCCUPATIONS, OF THE TOWN OF LITCHFIELD ZONING @ [Litchfield-nh.gov](http://Litchfield-nh.gov)**

1. A completed, signed copies of the home occupation application.
2. A sketch showing the location of the home on the lot, the floor plan, and the area to be devoted to the home business. Include information demonstrating that the home business will meet the regulations (e.g., square feet intended for business use, any parking area for customers or package delivery, outside lighting **see section 151 Submission Requirements, in the site plan regulations available at [Litchfield-nh.gov](http://Litchfield-nh.gov)**)
3. three sets of adhesive labels with abutters’ names and addresses and three sets of labels with applicant’s name and address. (Abutters are defined as owners of property whose property adjoins or is directly across the street or stream from the land under consideration by the Board. This information

can be obtained in the Selectmen's office at Town Hall.) Labels shall be no larger than 1 ½" wide by 3" long.

4. Fees (payable to Town of Litchfield):
  - \$ 50.00 Application Fee
  - \$ 10.00 per abutter (to cover the cost of mailing public hearing notices to applicant and each abutter by return-receipt requested registered mail).

Yearly Permit Renewal:

Home occupation permits must be renewed annually. A permit renewal request form is mailed to each home occupation permit holder annually. The form must be returned with a \$25.00 processing fee. If no changes in the business have occurred and no concerns about the operation of the home business have arisen during the year, the applicant need not appear before the Planning Board.

Questions?

The Planning Board is staffed by a part-time assistant. **Please feel free to call with any questions.**

Planning Board Staff:      Joan McKibben  
Planning Board Office (424-2131) If no answer please leave a message on the answering machine.