

File Number: \_\_\_\_\_

**Town of Washington Planning Board**  
7 Halfmoon Pond Road, Washington, NH 03280

Request for Exemption of Processing Under  
Site Plan Review Regulations of  
Home Based (Cottage Industry) Business

Date: \_\_\_\_\_

Property Tax Map No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Property street address: \_\_\_\_\_

1. Applicant (Landowner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

2. Agent of Applicant: (If the applicant appoints an agent, all communications between the Board and the applicant will be through the Agent.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

3. Pursuant to the Town of Washington, Site Plan Review Regulations, Section III, Paragraph 5, Home Occupations (Cottage Industry) are specifically excluded from the application of Site Plan Review Regulations once the Planning Board reviews the information provided through an informal discussion at a regular meeting and agrees and so votes that each of the following conditions is met:

- a. The home occupation is clearly an accessory use to the residential use of the property.
- b. The home occupation is carried on only by family member(s) residing at the principal residence.
- c. The home occupation will not routinely involve customer on-site sales or service.
- d. The home occupation (cottage industry) may have one sign on the property, which conforms to the LUO Section #309 - Signage, a sign permit is required.
- e. The occupational use of the home will not result in a significant increase in traffic, parking requirements, noise, odor, waste disposal, lighting, outside vehicle or material storage, or other negative influence on the community.
- f. The owner of the property files a "statement of property usage" with the

Planning Board, which documents the current use of the property and proposed use of the property; and the owner of the property certifies that the home occupation meets the conditions of Section III, Paragraph 5 of these regulations.

4. Provide a statement of current and proposed use of the property including description of proposed business:

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5. The applicant hereby certifies that the proposed home occupation meets the conditions of Section III, Paragraph 5 as listed above, or will exist upon commencement of the home based business. The applicant is aware that exemption of processing under Site Plan Review Regulations does not waive the requirement of a Business Permit under the Land Use Ordinance. The applicant is also aware that a change of use that causes any of the above conditions to no longer exist will be cause for revocation of this exemption, may be cause for revocation of any business permit, and will require that the land owner file an application for Site Plan Review for continued operation of a business.

\_\_\_\_\_  
Signature(s) of Landowner(s)

Date signed: \_\_\_\_\_

For Planning Board Use:

Planning Board Action:

Exemption: Granted \_\_\_\_\_, or Denied \_\_\_\_\_

on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Chairman / Secretary