



**City of Dover, New Hampshire**  
**APPLICATION FOR CUSTOMARY HOME OCCUPATION**  
**CERTIFICATE OF USE**

[Revision Date: October 23, 2012]

Office Use Only Certificate of Use # \_\_\_\_\_ Application Fee \$50.00 Check # \_\_\_\_\_ Date Received \_\_\_\_\_

**APPLICATION TYPE (check one):**  **NEW**  **RENEW (due January 1st each year)**

**APPLICANT AND OWNER INFORMATION**

Name of Applicant: \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Applicant: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Name of Property Owner (if different from applicant): \_\_\_\_\_ Telephone # \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Customary Home Occupation Certificate of Use # (if renewing): \_\_\_\_\_

**PROPERTY INFORMATION**

Assessor's Map # \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District(s) \_\_\_\_\_

Structure sq. ft: \_\_\_\_\_ Business Sq Ft. \_\_\_\_\_ Days and Hours of Operation: \_\_\_\_\_

# of Employees: \_\_\_\_\_ # of Commercial Vehicles Parked Overnight: \_\_\_\_\_

**CUSTOMARY HOME OCCUPATION DESCRIPTION**

Please describe the nature of your customary home occupation attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

**RENEWAL CERTIFICATION** - *If you are renewing your Certificate of Use and you have not made any changes to the scope and nature or your business, you may sign this Renewal Certification and you do not have to complete pages 2-4 of this Application.*

**I/we hereby verify by signing this application that I/We continue to meet the CHO guidelines set forth in section 170-6 of the Zoning Ordinance of the City of Dover and have not changed and/or expanded our business in any manner since the Certificate of Use for our CHO was originally issued. I/we understand that I am/we are still subject to any and all conditions of approval set forth in the original Certificate of Use.**

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (if different from owner): \_\_\_\_\_ Date: \_\_\_\_\_

=====  
(For Office Use Only - FOR RENEWALS ONLY)

Approved / Denied / NA (circle one) by \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

## CUSTOMARY HOME OCCUPATION QUESTIONS

Yes      No (check one)

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Has the applicant or the property owner ever obtained a Customary Home Occupation (CHO) Certificate of Use from the Planning Department for this property?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Does the applicant reside at the dwelling unit for which the CHO Certificate of Use is being requested? This is required for all CHO Certificates of Use.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the CHO be operated entirely <u>within</u> the applicant's dwelling or entirely <u>within</u> an accessory structure? If no, stop; this is not an allowed use in a residential district.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the CHO use more than twenty-five (25%) percent of the net floor area of the principal and any accessory building, not to exceed six hundred (600) square feet? (The floor area may include a finished basement, finished attic or attached garage). If yes, stop; this is not an allowed use in a residential district. |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the CHO involve the use or storage of tractor trailers, semi-trucks, or heavy equipment such as construction equipment used in a business? If yes, stop; this is not an allowed use in a residential district.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the CHO employ more than one person in addition to those who are permanent residents of the dwelling unit in which the home occupation is conducted? If yes, stop; this is not an allowed use in a residential district.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be any employees coming to the site at any time to receive instructions for the day, week, month, or year?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will any of the employees be coming to the site to do any administrative work for the business?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you use your dwelling as an office for business administration activities for work/jobs completed off the premises?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there any wholesale or retail business being conducted? If yes, please explain process in Customary Home Occupation Description block above in detail.   |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, will the wholesale or retail business be conducted entirely by mail?  |
| <input type="checkbox"/> | <input type="checkbox"/> | If yes, will it involve the sale of merchandise other than sales of products or goods produced or fabricated on the premises?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the CHO produce any noxious matter or perceptible noise? If yes, Stop; this is NOT an allowed use.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials used or stored on the site. If yes, Stop; this is NOT an allowed use.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be any alterations of the residential appearance, including creation of a separate entrance to the dwelling?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Has a recent addition been on the home for at least one year before home occupation is applied for? (if not applicable, please indicate so)   |
| <input type="checkbox"/> | <input type="checkbox"/> | Will there be a Commercial telephone directory listing, radio, or television service, used to advertise the location of the CHO to the general public?  |

**Yes      No (check one)**

- Will there be more than one vehicle utilized in the business? If yes, Stop; this is NOT an allowed use.
- Will there be a sign larger than 2 square feet in area? If yes, Stop; this is NOT an allowed use.
- Will the sign be illuminated? If yes, STOP; this is NOT an allowed use.
- Will there be parties (more than twice a month) for the purpose of selling merchandise or taking orders? (Traffic and parking concerns)
- Will one (1) additional off-street parking space be provided (for a total of (2) two) for the home occupation?
- Will there be display visible from the street of goods, materials, or products connected with the home occupation? If yes, Stop; this is NOT an allowed use.
- Will there be materials, which decompose by detonations?
- Will there be additional points of access to any street, road, or highway? If yes, any proposed curb cuts (driveways) must conform to City's driveway ordinance and requires a valid permit.

**This application must be accompanied by the following:**

- Site plan drawing with:
  - All building dimensions (including any additions, if applicable)
  - Parking areas or spaces with size, spaces, flow pattern, and drive aisles as applicable
  - Location of proposed CHO and size of area used for
- Description of type of business, proposed hours, estimated number of clientele, and any other significant or requested information. (May be in Description block above.)

**CERTIFICATION**

I/We have read this application in its entirety and have determined that I/We would fall under the guidelines of a Customary Home Occupation (CHO). I/We do hereby verify by signing this application that I/We meet the guidelines of a Customary Home Occupation (CHO) set forth in section 170-6 of the Zoning Ordinance of the City of Dover and reprinted below.

If the application for the home occupation is approved, I/We will comply with the ordinance of the City of Dover, in the operation of the approved use. I/We agree to allow the Zoning Administrator or his designee to inspect the subject-property upon demand to ensure compliance with all requirements. I am/we are aware that if any of these restrictions are violated, it will result in revocation of this Certificate of Use and/or possible fines.

**I/We understand that this Certificate of Use is valid only until January 1<sup>st</sup> of the following year. If I/we wish to continue the CHO, we must renew the Certificate of Use annually by filing an Application for Customary Home Application by no later than January 1<sup>st</sup> each year following the year in which the Certificate of Use was first approved.**

**SIGNATURES**

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant (*if different from owner*): \_\_\_\_\_ Date: \_\_\_\_\_

Conditions of Approval (if applicable)

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Approved / Denied / NA (circle one) by \_\_\_\_\_ Date \_\_\_\_\_  
Zoning Administrator

**CUSTOMARY HOME OCCUPATION REGULATIONS**

**Customary Home Occupation** - An occupation carried on as a secondary use in a dwelling unit or accessory building by the occupant of such unit. For the use of a dwelling or accessory building in any Residential District for a "home occupation," the following conditions shall apply:

1. "Home occupation" shall include not more than one (1) of the following uses, provided that such uses are clearly incidental and secondary residential purposes; dressmaker, artist, arts and crafts, writer, teacher, provided that not more than eight (8) pupils simultaneously occupy the BUILDING, musician, antique dealer, hairdresser, lawyer, doctor, photographer, dentist, architect, engineer or practitioner of any other profession or similar occupation which may be unobtrusively pursued in a residential area.
2. No more than one (1) nonresident shall be employed therein.
3. The use is carried on strictly by the occupant of the PRINCIPAL BUILDING. [Amended 08-01-90 by Ord. No. 8-90]
4. No more than twenty-five percent (25%) of the existing net FLOOR AREA of the principal and any accessory BUILDINGS not to exceed six hundred (600) square feet is devoted to such use.
5. There shall be no display of goods or wares visible from the STREET.
6. No advertising on the premises other than a small no-illuminated SIGN not to exceed two (2) square feet in area and carrying only the occupant's name and his occupation.
7. The BUILDINGS or premises occupied shall not be rendered objectionable or detrimental to the residential character of the NEIGHBORHOOD because of the exterior appearance, traffic emission of odor, gas, smoke, dust, noise, electrical disturbance, light emissions, or in any other way. In a MULTI-FAMILY DWELLING, the use shall in no way become objectionable or detrimental to any residential use within the multifamily STRUCTURE.
8. Any such BUILDING shall include no feature of design not customary in BUILDINGS for residential use. The following uses, by nature of the investment or operation, have a potential to rapidly increase beyond the limits specified above for home occupations and impair the use, value and quiet enjoyment of adjacent residential properties. Therefore, uses such as Retail, Clinic, Landscaping, Freight, Trucking or Shipping, Painting of Vehicles, Trailers and Boats, Restaurants, Caterers or Bakeries, Taxi Service, Tool or Equipment Rental, Veterinary hospital or KENNEL and others of a similar nature shall not be considered as home occupations. [Amended 12-08-10 by Ord. No. 2010-10.27-13]
9. A minimum of two (2) off-STREET PARKING SPACES shall be provided. All driveways to be used in connection with such occupations shall conform to the city's Driveway Ordinance\*.
10. Not more than one (1) commercial vehicle in connection with such home occupation shall be stored on the premises.
11. A certificate of use for the proposed use is issued by the Zoning Administrator verifying conformance with the preceding standards. Said certificate shall be renewed annually. [Amended 12-08-10 by Ord. No. 2010-10.27-13]

\* Editor's Note: See Ch. 92, Driveways.