



Planning & Code Enforcement
2 York Street
Westbrook, Maine 04092
Phone: 207-854-0638
Fax: 866-559-0642

HOME OCCUPATION REGISTRATION APPLICATION

Date: _____

Zoning District _____ Map: _____ Lot: _____

Physical Address of Property: _____

Property Owner / Business Name (if applicable): _____

Property Owner mailing address: _____

Property Owner e-mail: _____

Applicant mailing address: _____

Applicant e-mail: _____

Applicant Telephone: _____ Property owner telephone: _____

Letter of Intent: In a cover letter please describe the home occupation and explain how it is in accordance with the City of Westbrook Land Use Ordinance 202.10. The written description shall provide reasonable evidence that the proposal will meet the performance criteria outlined below.

Does the Home Occupation require Planning Board approval?

202.10 Home Occupation. An occupation carried on by residents of a dwelling unit where:

- A. The occupation is clearly secondary to the principal use of the dwelling unit,*
- B. Only two people other than family members residing on the premises may be employed,*
- C. There must be no change to the outside appearance of the building or premises, other than one non-illuminated sign of not more than four square feet,*
- D. The home occupation use is limited to 500 S.F. of the enclosed building area,*
- E. Any parking provided by the owner must be off-street, exclusive of any yard setback, and be screened from any neighbor,*
- F. If renting or leasing, tenant must have permission from the owner, and*
- G. No more than two (2) pieces of commercial equipment shall be permitted, and this equipment must be able to meet the performance standards of the particular zoning district within which the structure exists. The commercial equipment must be contained and used entirely within the dwelling unit or accessory structure.*

Date Received: _____ CEO Approval: _____