



# THE CITY OF GROTON

## Building and Zoning Department

295 Meridian Street  
Groton, CT 06340-4012  
Telephone (860) 446-4104  
zb@cityofgroton-ct.gov

### HOME-BASED BUSINESS REGISTRATION FORM

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

#### Property Owner Information (as it appears on the street card)

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

#### Applicant Information

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

TYPE OF HOME-BASED BUSINESS: \_\_\_\_\_

PROPERTY LOCATED IN ZONE: \_\_\_\_\_

GROSS FLOOR AREA OF STRUCTURE: \_\_\_\_\_

AREA DEVOTED TO HOME-BASED BUSINESS: \_\_\_\_\_

I have read and understand the definitions in Section 2.2 and 6.3, of the City of Groton Zoning Regulations as they pertain to home-based business.

\_\_\_\_\_  
Date Completed

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Zoning Official's Signature

## **2.2 Home-Based Business**

**Home-Based Business** -- The use of a portion of a dwelling for business purposes by the resident occupants which use is clearly incidental and secondary to the use of such dwelling unit for dwelling purposes when such use does not change the residential character thereof.

**Home Office** -- The use of a dwelling for occasional business use (as part of employment typically occurring elsewhere) or a home-based business involving no employees and minimal visits to the premises by non-residents.

**Home Occupation, Minor** -- The use of a dwelling for a home-based business (which shall not involve more than one (1) non-resident employee) involving no more than five (5) patron, client, or associate visits per week.

**Home Occupation, Major** -- The use of a dwelling for a home-based business when it involves:

- Two (2) or more non-resident employees;
- Or six or more patron, client, or associate visits per week; or
- Classroom, studio, or outdoor teaching activity not normally permitted in the district.

A home-based business might include dressmaking and millinery, or might include consultation by such professions as physicians, dentists, lawyers, clergymen, architects, musicians, engineers, teachers, insurance agents, or real estate brokers.

Barbershops; beauty parlors; beauticians; manufacturing; commercial woodworking; animal hospitals; dance studios; mortuaries; tea rooms; restaurants; metal working; automobile, boat or other vehicle repair or painting; and other uses as may be determined by the Commission are specifically excluded from the definition of home-based business.

## **6.3 Home-Based Businesses**

Home-based businesses, as defined in the City of Groton Zoning Regulations, are subject to the following conditions:

1. The home office or home occupation shall not occupy more than 25% of the gross floor area or 50% of one floor of the dwelling unit, whichever is less.
2. The home office or home occupation shall not change the exterior residential character of the dwelling in any visible manner and shall not have any outside storage or parking of commercial vehicles unless specifically approved by the Commission.
3. The home office or home occupation shall be clearly incidental to the residential use.
4. The home office or home occupation shall not offer, display or advertise any commodity or service for sale on the premises other than a sign permitted in accordance with Section 7.2, nor shall any materials or products be stored outside of a building.
5. The home office or home occupation shall not create any noise, traffic, odor, vibrations, smoke, gas, fumes, radiation, electromagnetic interference or unsightly conditions noticeable off the lot.
6. A home office or minor home occupation shall be restricted to those occupations that serve clients, patients, customers or patrons by appointment only and that not more than two clients, patients, customers or patrons would be on the premises at any given time.
7. The number of on-site parking spaces shall not be increased for clients, patients, customers or patrons unless specifically approved by the Commission.