

# Home Occupation Business Intent Form

**Town of Throop**  
 7471 Robinson Road  
 Auburn, NY 13021  
 (315) 252-7373

**Instructions:** This form is to be completed by the property owner(s) and filed with the Town Clerk for each separate home occupation business in accordance with Article IV, Section 4.06, A (7) of the Town of Throop Zoning Law.

OFFICE USE ONLY	
Application No:	_____
Date Received:	_____
Date Approved:	_____

Owner(s) Name(s): \_\_\_\_\_

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

Telephone Number(s): \_\_\_\_\_

Address of property for Home Occupation business: \_\_\_\_\_

Please describe the type of proposed Home Occupation business: *(see definition on back of this form)*

\_\_\_\_\_

\_\_\_\_\_

Pursuant to the Town of Throop Zoning Law Article IV, Section 4.06, A (7), I/We the undersigned, agree to be bound by the requirements for a Home Occupation business and confirm my/our acknowledgement of these requirements by my/our initials on the items listed below:

Initial to confirm the following:

- | Owner | <u>Owner</u> |  |
|-------|--------------|--|
| _____ | _____        | The home occupation may be conducted in the main building or in an accessory building, but in either case shall not occupy a floor area greater than that of twenty-five (25%) percent of the area of the first floor of the main building or five hundred (500) square feet, whichever is less. |
| _____ | _____        | There shall be no commercial display visible from the street or advertising, except one (1) small professional nameplate or announcement sign not to exceed two (2) square feet in area, subject to the sign regulations in Article X of the Zoning Law.   |
| _____ | _____        | The home occupation shall be carried on only by the owner-occupant of the dwelling unit and/or members of the immediate family residing in the dwelling unit, plus not more than one (1) additional non-residential employee.  |
| _____ | _____        | There shall be no outdoor storage of property associated with the home business.   |
| _____ | _____        | No external alterations, additions, or changes shall be permitted in order to accommodate or facilitate the home occupation.   |
| _____ | _____        | No articles shall be sold or offered for sale except such as may be produced on the premises.  |
| _____ | _____        | No repetitive servicing by truck for supplies and materials shall be permitted.  |
| _____ | _____        | No more than two (2) clients shall be scheduled at any one (1) time.   |
| _____ | _____        | No on-street parking is permitted. Off-street parking shall be provided for up to two (2) clients pursuant to the requirements in Article VIII of the Zoning Law.  |

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
**Date**

## **Definition of Home Occupation from the Town of Throop Zoning Law, Article II, Section 2.02.**

Home Occupation: A home occupation is an activity that is customarily carried on in a dwelling unit or in a building or other structure accessory to a dwelling unit, for profit, conducted by a person or persons residing on the premises. The home occupation must be clearly incidental and secondary to the use of the dwelling for residential purposes. In particular, a home occupation includes the following or similar uses: accountant, billing service, or bookkeeper; answering service; architect or engineer; artist or graphic designer studio; author or writer; beauty or barber shop; business support service; chiropractor or massage therapist; consultant service; dressmaking or tailor shop; financial planner; foundation or not-for-profit (educational/philanthropic/research); handcrafts shop; lawyer; mailing service; management consultant; photographer; software engineer or developer; tutor and/or educational services (of not more than four (4) pupils simultaneously); web designer; word processing service; or taxidermy. The following uses are not considered to be home occupations: monument or stone cutting sales and service; welding services; shooting ranges using either guns or archery equipment; motor vehicle repair shop, motor vehicle sales/rentals, or motor vehicle detailing shop.