

**Town of Effingham  
HOME OCCUPATION CHECKLIST**

A Home Occupation may require a Site Plan Review. The purpose of this checklist is to determine if a proposed use qualifies for home occupation exempt from site plan review.

**Please return the completed form to the Town of Effingham Zoning Office.**

68 School Street, Effingham, NH 03882

Application Date \_\_\_\_\_ Tax Map \_\_\_\_\_ Lot \_\_\_\_\_

Applicant's Name \_\_\_\_\_

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

Phone \_\_\_\_\_ Email \_\_\_\_\_

Street Address of Home Occupation \_\_\_\_\_

Mailing Address of Home Occupation (if different) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Brief description of proposed home occupation: \_\_\_\_\_

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

The home occupation may be exempt from Site Plan Review if the Planning Board determines it meets all of the following conditions:

- \_\_\_\_\_ Lot is primarily residential
- \_\_\_\_\_ Structure must be kept primarily residential
- \_\_\_\_\_ No more than 2 non-family employees
- \_\_\_\_\_ Where no on-street parking exists off-street parking must be provided in the amount of 1 (one) space for every 3 expected patrons or customers.
- \_\_\_\_\_ No noxious use as defined in Section 902 of the Zoning Ordinance
- \_\_\_\_\_ Does not involve construction of new structure or expansion of existing structure
- \_\_\_\_\_ Is not dangerous or hazardous to public safety
- \_\_\_\_\_ Has received special exception, if located in the Province Lake District

By signing below I acknowledge that any changes and/or expansion to the proposed home occupation may require Site Plan Review by the Planning Board.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Applicant

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**For Zoning Officer and Planning Board Use Only**

Date received by Zoning Officer: \_\_\_\_\_

Date received by Planning Board: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Notes \_\_\_\_\_  
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