



City of Middletown Department of Land Use

245 deKoven Drive
Middletown, CT 06457
(860)638-4590
www.MiddletownCT.gov

RESIDENTIAL UNIT BUSINESS PURSUIT APPLICATION

Location Information

Project Address: _____

Map: _____ Lot: _____ Parcel ID: _____ Zone: _____ Lot Area: _____

City Water: City Sewer: Private Water: Private Sewer:

Applicant Information

Name: _____ Firm Name: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

Signature*: _____ Date: _____

Property Owner(s) Information

Same as Applicant:

Name: _____ Principal: _____

Street Address: _____ City: _____ ST: _____ Zip: _____

Email: _____ Phone: _____

Signature*: _____ Date: _____

* Authorizing the applicant to apply on the owner's behalf and authorizing any town official and/or employee that the town deems necessary may enter the property to verify information submitted with this application.

Business Description

Please write on a separate sheet of paper a narrative description of the proposed business. Include the following items:

- | | |
|--|---|
| <input type="checkbox"/> Materials to be used | <input type="checkbox"/> Storage of materials (how, what, where, amount) |
| <input type="checkbox"/> Number of rooms used | <input type="checkbox"/> Description of room(s) used (Include sq.ft.) |
| <input type="checkbox"/> Structural exterior alterations | <input type="checkbox"/> Mechanical/Electrical equipment? |
| <input type="checkbox"/> Number of clients to visit the site | <input type="checkbox"/> Number of persons employed |
| <input type="checkbox"/> Signs to be used | <input type="checkbox"/> Number of parking spaces on lot |
| <input type="checkbox"/> Commercial vehicle use
(Where will it be parked) | <input type="checkbox"/> Truck/Heavy equipment use
(Where will it be parked) |

To be completed by Land Use Staff only:

Fee: \$20.00 Check # _____ Cash

Received by: _____

Application # _____

Director of Land Use/ Designee

90-Day Trial Approval Date

Director of Land Use/ Designee

Permanent Approval Date

Staff Notes and Conditions:

The purpose of permitting this accessory activity is to allow certain small scale quasi-business undertakings by the dwelling occupant that will not influence the immediate neighborhood and would not be economically feasible if conducted in a totally business setting.

1. The activity offered shall meet the following criteria:
 1. Be conducted solely by an occupant of the dwelling unit with no more than one nonresident employee on the premises and entirely within the dwelling unit, specifically excluding any area designated as a garage.
 2. Not present any external evidence of the activity including a separate entrance or the parking of any vehicle which displays any evidence, however, a sign shall be permitted no larger than that specified in the sign code identifying the activity.
 3. Not utilize more than 500 square feet of the gross area of the dwelling unit.
 4. No equipment or process used for the activity shall create: noise, vibration, glare, fumes, hazardous waste, electrical interference (visual or audible) with any radio, television, or telephone; or causes fluctuations in electrical line voltage off the premises.
 5. Not generate greater vehicular traffic than would ordinarily be associated with the dwelling location or attract more than four (4) persons to the dwelling at any one time.
 6. Only individual or unique physical items or services shall be created or provided. Sales associated directly with a service provided or a good produced directly on premises may occur at the premises provided the sale of such goods on premises shall not be advertised or constitute the primary business pursuit.
 7. Not involve repairing any item which would be brought to the dwelling.
2. Following is a list of business pursuit categories which may be pursued in residential units provided they do not violate any of the above criteria.
 1. Office activity such as: consulting, writing, computer programming, tutoring, telephone answering and drafting.
 2. Fine Arts such as: painting, sculpturing, photography, model making, crafts and weaving.
 3. Culinary activities such: baking, cooking and preserving food.
3. A Residential Unit Business license shall be issued for a 90-day trial period during which time the activity may be observed to make an initial evaluation possible. Upon issuance, the Department of Land Use shall send a copy of the approved license to abutting property owners along with a letter explaining the license. The adjoining property owners have the right to request a further review by the Planning and Zoning Commission during the 90-day trial period. If a review has been requested, all abutting property owners shall be notified of the time and date of the Planning and Zoning Commission review. If no objections by abutters have been filed during said 90-day period, the issued license may be permanent subject to licensee's compliance of the approved uses contained herein.