



# City of Caribou Home Occupation Application

Planning & Code Enforcement  
25 High St.  
Caribou, Maine 04736  
(207) 493-3324 X 214  
tmazzucco@cariboumaine.org

**Note to Applicant:** Complete this application and return it with the required documents. In addition, the required fee must be returned along with this completed application. Make checks payable to: "City of Caribou", in the amount of \$90.00.

### Please print or type all information

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Location of Property (Street Locations): \_\_\_\_\_

City of Caribou      Tax Map: \_\_\_\_\_      Lot: \_\_\_\_\_      Zone: \_\_\_\_\_

### Applicant Information

Person and address to which all correspondence regarding this application should be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
E-mail: \_\_\_\_\_

Name of Land Surveyor, Engineer, Architect or other Design Professionals.

(Attach list if needed, please write "N/A" if not applicable)

\_\_\_\_\_  
Phone: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

What legal interest does the applicant have in property to be developed (ownership, owner's representative, option, purchase & sales contract, etc?)

\_\_\_\_\_  
(Attach supportive legal documentation)

Please describe business, including services offered and estimated impacts on traffic, noise, and environmental impacts

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**General Information**

Aroostook County Registry of Deeds: Book # \_\_\_\_\_ Page # \_\_\_\_\_

What interest does the applicant have in any abutting property? \_\_\_\_\_

Is any portion of the property within 250 feet of the normal high water line of a lake, pond, river, or wetland or within 75 feet of any stream? (\_\_\_\_) Yes (\_\_\_\_) No

Is any portion of the property within a Flood Hazard Zone? (\_\_\_\_) Yes (\_\_\_\_) No

Total sq ft of residence: \_\_\_\_\_ Total sq ft of residence to be developed: \_\_\_\_\_

Has this land been part of a subdivision in the past five years? (\_\_\_\_) Yes (\_\_\_\_) No

Indicate any restrictive covenants currently in the deed: \_\_\_\_\_

(Attach deed)

Anticipated start date for construction: \_\_\_\_/\_\_\_\_/\_\_\_\_ Anticipated Completion: \_\_\_\_/\_\_\_\_/\_\_\_\_

Water Supply: Private Well: (\_\_\_\_) Public Water Supply: (\_\_\_\_)

Sewerage Disposal: Private SSWD: (\_\_\_\_) Public Sewer: (\_\_\_\_)

Estimated sewerage disposal gallons per day: (\_\_\_\_\_/ day)

Does the building require plan review by the State Fire Marshal Office? (\_\_\_\_) Yes (\_\_\_\_) No  
(Attach Barrier Free and Construction Permits from SFMO)

Have the plans been reviewed & approved by the Caribou Fire Chief? (\_\_\_\_) Yes (\_\_\_\_) No

Does the building have an automatic sprinkler system? (\_\_\_\_) Yes (\_\_\_\_) No

Does the building have an automatic fire detection system? (\_\_\_\_) Yes (\_\_\_\_) No

**Plan Review Criteria Checklist**

1. \_\_\_\_ A copy of the deed to the property, option to purchase the property, or other documentation to demonstrate right, title, or interest in the property on the part of the applicant.
2. \_\_\_\_ Names and addresses of all abutting landowners (from assessing office).
3. \_\_\_\_ Copy of tax card and tax map for property with zoning designation (from assessing office)
4. \_\_\_\_ 1 complete set of plans, showing the following:
  - \_\_\_\_ a. Graphic scale and north arrow.
  - \_\_\_\_ b. Location and dimensions of any existing or proposed easements (from deed)
  - \_\_\_\_ c. Size, shape, and location of existing and proposed buildings on the site including dimensions of the buildings and setbacks from property lines.
  - \_\_\_\_ d. Access for Emergency Vehicles, location and layout design of vehicular parking, circulation areas, loading areas, and walkways including curb cuts, driveways, parking space and vehicle turn around areas.
  - \_\_\_\_ e. Location and names of streets adjacent to the proposed development and rights-of-way (from deed).
  - \_\_\_\_ f. Conceptual treatment of landscaping buffers, screens, and plantings.
  - \_\_\_\_ g. Location of outdoor storage areas, fences, signage and accessory structures.
  - \_\_\_\_ h. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

**To the best of my knowledge, all of the information submitted in this application is true and correct.**

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

**Planning Board Requirements Checklist**

- \_\_\_\_\_ The home occupation shall only employ residents of the dwelling unit.
- \_\_\_\_\_ The home occupation shall be carried on entirely within the principle or accessory structure.
- \_\_\_\_\_ The home occupation shall not occupy more than 50% of the total floor area of the principle dwelling structure. Accessory structures used for the home occupation may use up to 100%.
- \_\_\_\_\_ No client or customer shall be allowed on any floor other than the first floor ground level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
- \_\_\_\_\_ Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances are not permitted.
- \_\_\_\_\_ No on-street parking is allowed for clients or customers.
- \_\_\_\_\_ All means of egress/ingress are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: \_\_\_\_\_

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

**Approved by the Caribou Planning Board**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signed: \_\_\_\_\_  
Chairman, Caribou Planning Board


**Conditions of Approval:**

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