



City of Caribou Home Occupation Application

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

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:

- A. Fire hydrants connected to the public water supply system shall be located no further than 500 feet from any building.
- B. Hydrants or other provisions for drafting water shall be provided to the specifications of the Fire Department. Minimum pipe size connecting dry hydrants to ponds or storage vaults shall be six (6) inches.
- C. Where a dry hydrant or other water source is not within the right-of-way of a proposed or existing street, an easement to the City shall be provided to allow access. A suitable accessway to the hydrant or other water source shall be constructed.
- D. A proposed subdivision of 5-10 lots not served by a public water supply shall provide for a minimum storage capacity of 10,000 gallons. Additional storage capacity of 2,000 gallons per lot over 10 lots shall be provided. The Planning Board may require additional storage capacity upon a recommendation from the Fire Chief. Where ponds are proposed for water storage, the capacity of the pond shall be calculated based on the lowest water level less an equivalent of three (3) feet of ice.

13. Home Occupations.

Home occupations shall be incidental to the residential use of the property. No Home Occupation is allowed without first obtaining a Permit from the Code Enforcement & Planning Office. As of January 1, 2013 Home Occupation Site Design Review Applications shall have an initial fee of \$90.00.

Home occupations shall be allowed in any zone, and

All Home Occupations activity shall be restricted to within the interior of the primary or an accessory structure, and

There shall be no change in the outside appearance of the buildings or premise that shall cause the premise to differ from its residential character by use of colors, materials, construction, lighting, sounds, or noises. The Home Occupation shall be identified by no more than one free standing single or double sided yard sign or one sign on the building, no sign face to exceed two square feet in area, and

There shall be no exterior storage of materials, such as, but not limited to, trash and or any other materials used in the Home Occupation, and

The following requirements shall be satisfactorily demonstrated to the Planning Board before a permit is issued:

1. The home occupation shall employ only residents of the dwelling unit.
2. The home occupation shall be carried on wholly within the principal or accessory structure.
3. The home occupation shall not occupy more than 50% of the total floor area of the principal dwelling structure. Accessory structures used for the Home Occupation may use up to 100% of the floor area.
4. No client or customer shall be allowed on any floor level other than the first floor ground floor level unless the structure is protected throughout with a State Fire Marshal approved sprinkler system.
5. Objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare, or other nuisance shall not be permitted.
6. No on street parking is allowed for clients or customers.
7. All means of ingress and egress to and from all areas accessible to clients and customers shall be in full compliance with the requirements of the 2009 Edition of NFPA 101, Life Safety Code and the Americans with Disabilities Act.

Should all of the above conditions not be maintained on a continual basis once the permit has been issued, the Code Enforcement Officer shall rescind the permit and issue a cease and desist order to stop the non-conforming Home Occupation. Any Home Occupation operating without a current permit shall be prosecuted in District Court according to Title 30-A, MRS 4452.

All other requirements of the Caribou Code of Ordinances apply to all Home Occupations.