



City of Caribou

Site Design Review Application

Home Occupation

Planning & Code Enforcement
25 High Street
Caribou, Maine 04736
(207) 493-5967
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: _____

Property Address: _____

Phone: _____ E-mail: _____

Tax Map: _____ Lot: _____ Zone: _____ Residence Type: _____

Aroostook County Registry of Deeds: Book # _____ Page # _____

Total sq ft of residence: _____ Total sq ft used for business: _____

Total sq ft of accessory structures: _____ Total sq ft used for business: _____

Hours of operation: _____ Estimated customers/hr _____ Estimated customers/day _____

Describe proposed business, including products and services offered and estimated impacts on traffic, noise, and environmental impacts

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

Indicate any restrictive covenants currently in the deed or lease (or state "None"):

Water Supply: Private Well (____) Public Water Supply (____)

Sewage Disposal: Private SSWD (____) Public Sewer: (____)

Estimated sewage disposal gallons per day: (_____/ day)

Do the plans require 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

Will customers have access to levels above or below ground floor? (____) Yes (____) No

Will the business employ any persons who are not residents of the home? (____) Yes (____) No

If yes, how many employees? ____

Does the business require licensure from the State of Maine or other entity? (____) Yes (____) No

Are there any other home businesses operating from this residence? (____) Yes (____) No

If yes, provide description(s): _____

Will the business use explosives, incendiary products/devices, flammable materials, or hazardous chemicals in amounts greater than typical household quantities? (____) Yes (____) No

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

Signature of Applicant: _____ Date: _____

Application Checklist (CEO completes)

Category I, Permitted Home Occupation
(reviewed/approved by CEO)

Category II, Conditional Use Home Occupation
(reviewed/approved by Planning Board)

1. ____ A copy of the deed to the property, option to purchase the property, lease, or other documentation to demonstrate applicant's right, title, or interest in the property.
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, provided in Adobe Acrobat high-resolution .pdf file(s), 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. Scaled drawing of floor plan(s), showing dimensions of proposed customer areas, work/production areas, and storage areas, along with dedicated living spaces.
 - ____ g. Conceptual treatment of landscaping buffers, screens, and plantings.
 - ____ h. Location of outdoor storage areas, fences, signage and accessory structures.
 - ____ i. All proposed signage and exterior lighting including the location, size and wording of all signs and location and type of exterior lights.

Date Application Determined to be Complete by CEO: _____

Category I Home Occupation Evaluation (CEO completes)

- _____ The business shall employ only residents of the dwelling unit and up to one non-resident.
- _____ The business shall be operated entirely within the principle and accessory structures.
- _____ The business shall occupy no more than 50% of the total floor area of the principle dwelling structure and up to 100% of the total floor area of accessory structures.
- _____ The business shall not permit customer access on any level other than the ground level of the principle and accessory structures, unless the structures are protected throughout with a State Fire Marshal approved sprinkler system.
- _____ The business shall not produce any objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances.
- _____ The business shall accommodate off-street parking for clients or customers.
- _____ The business shall provide means of egress/ingress that are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____

Address: _____

Decision by the Code Enforcement Officer

Date: _____

The application was: ☐ **Denied** ☐ **Approved** ☐ **Approved with Conditions**

Signed: _____
Caribou Code Enforcement Officer

Conditions of Approval:

Reason(s) for Denial:

Category II Home Occupation Evaluation (Planning Board completes)

- _____ The business shall employ only residents of the dwelling unit and up to one non-resident.
- _____ The business shall be operated entirely within the principle and accessory structures.
- _____ The business shall occupy no more than 50% of the total floor area of the principle dwelling structure and up to 100% of the total floor area of accessory structures.
- _____ The business shall not permit customer access on any level other than the ground level of the principle and accessory structures, unless the structures are protected throughout with a State Fire Marshal approved sprinkler system.
- _____ The business shall not produce any objectionable noise, vibrations, smoke, dust, electrical disturbance, odors, heat, glare or other nuisances.
- _____ The business shall accommodate off-street parking for clients or customers.
- _____ The business shall provide means of egress/ingress that are consistent with NFPA Life Safety Code 101 and the Americans with Disabilities Act.

Home Occupation Application for: _____

Address: _____

Decision by the Caribou Planning Board

Date: _____

The application was: _____ **Denied** _____ **Approved** _____ **Approved with Conditions**

Signed:

Chairman, Caribou Planning Board

Conditions of Approval:

Reason(s) for Denial:

