



Town of Poughkeepsie

Zoning Department

1 Overocker Road
Poughkeepsie, NY 12603

845-485-3650 Phone
845-790-4772 Fax

Application for Home Occupation

Name of Property Owner: _____

Address: _____

Telephone: _____

Tax Map Number of all parcels: _____

Zoning District: _____

Name of Business: _____

Type of Business: _____

1) Does the residential unit currently contain a home occupation? _____ If yes, please explain:

2) Will there be any exterior evidence of the use besides the permitted name plate?

3) What is the principal residence of the applicant?

4) Will noise be generated by the use? _____ If yes, please explain:

5) How many commercial vehicle trips are expected per day?

6) What are the proposed business hours?

7) How many non resident employees are/will be employed in the home occupation?

8) How many customers/clients expected at one time?

9) How many off street parking spaces (9' x 18') are available?

Please submit the following:

- A floor plan indicating habitable space to be used in the home occupation and detailing any areas that are devoted to inventory or supplies.
- A site plan indicating availability of off street parking.
- Provide a sketch of the proposed sign, not to exceed 2 square feet.

Habitable Space – A space in a building for living, sleeping, eating or cooking, or used as a home occupation. Garages, unfinished basement and attic spaces, storage and utility spaces, and similar area are not considered habitable space. (Amended 6-4-2014 by L.O.L. No. 8-2014)

By His/Her signature the Applicant avows that: 1) He/She has read this application and is familiar with its content; and 2) He/She has read, is familiar with, and understands the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made; and 3) He/She agrees to comply with the requirements of the Town Poughkeepsie Code provision(s) affecting or regulating the project for which this application is made including any general or special conditions of any permits or approvals granted by any board, agency, or department of the Town of Poughkeepsie; and 4) He/She has read this statement and understands its meaning and its terms.

Applicant Signature: _____

Print Name: _____

Date: _____