

# HOME BASED BUSINESS APPLICATION



TOWN OF MONROE  
PLANNING & ZONING DEPARTMENT  
7 Fan Hill Road, Monroe, CT 06468  
Tel. (203) 452-2812

FOR OFFICE USE:

**ZCC** – \_\_\_\_\_

Permit Fee: \$110.00

Date Paid \_\_\_\_\_

*Cash or Check accepted, Payable to "Town of Monroe"*

Date of Application: \_\_\_\_\_ Assessor Map & Lot #: \_\_\_\_\_

Home Street Address: \_\_\_\_\_

Home Occupation Name (LLC, DBA, INC.): \_\_\_\_\_

Homeowner Name: \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

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

*(if different than Home Street Address)*

Please refer to Monroe Zoning Regulation for specific information regarding:

Home Based Business - Article 8, Section 8.2.3 C. (1) thru (9)

## Permit Approval Review

Department	Date	Signature
<input type="checkbox"/> Tax Collector		
<input type="checkbox"/> Monroe Health Department		
<input type="checkbox"/> Historic District		
<input type="checkbox"/> Inland Wetlands		
<input type="checkbox"/> Zoning Enforcement Officer		
<input type="checkbox"/> Building Department		
<input type="checkbox"/> Fire Marshal		
<input type="checkbox"/> Assessor's Office		
<input type="checkbox"/> Town Clerk		

## Brief description of the Home Occupation and its daily operations:

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## Town of Monroe – Home Based Business Application

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

Name of Owner: \_\_\_\_\_

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

Property & Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Map/Block # (Acct #): \_\_\_\_\_ Zone: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Detailed Description of business being conducted at this location:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Scaled floor plan/architectural renderings must be submitted.**

Business will be conducted in:

Principal Building

Accessory Building

Percentage of floor area to be used for said business: \_\_\_\_\_

Number of non-resident employees: \_\_\_\_\_

Parking requirements: \_\_\_\_\_

\_\_\_\_\_

Signage: ☐ **Yes**, signage is required. Attached is a Sign Permit along with a scaled drawing of proposed sign submitted.

☐ **No**, signage is not required.

Sign, Home Occupation - A non-illuminated sign containing only the name and occupation of a permitted home occupation, not exceeding two (2) square feet in area.

Signature of Owner: \_\_\_\_\_