



**Town of Halfmoon
 2 Halfmoon Town Plaza
 Halfmoon, NY 12065
 371-7410 ext. 2601
 Fax: 371-0304
 Planning Department**

**In-Home Occupation
 Fee: \$57.00**

Project # _____

Business/Project Name: _____

Applicant

Name: _____ Address: _____

Telephone #: _____ Fax #: _____ Email: _____

Uses:

Proposed use/sales/service: _____

Total Area of building to be occupied (**Not to exceed 30% of floor space**): _____ (Square Feet)

Hours of operation:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Number of employees: Full-time _____ Part-time _____ Seasonal _____

(Note: Only one employee who is not part of the family is permitted)

NOTE: A separate written narrative fully describing the business and all activities in detail that the site will be used for MUST be submitted with your application. It is at the Departments discretion to request a site plan when necessary.

Applicant/Owner Signature: _____ **Date:** _____

If you plan to mail in your application, please send the complete application and payment to:

Town of Halfmoon Planning Board,
 Planning Department
 2 Halfmoon Town Plaza
 Halfmoon, NY 12065

All applications must be received by 12pm on the day of the deadline in order to be considered for placement on the next meeting agenda at the discretion of the Planning Department. **Only complete applications will be accepted for review.**

Once the Planning Board determines the application is complete, it will continue its review until either approval or disapproval is determined.

The Planning Board convenes the second and fourth Monday of each month at 7pm. If you have any questions, please contact our department.

(For Department Use Only)

Planning Board Action: Approved Disapproved Reason for Disapproval: _____

Signature: _____ Date: _____

**The following criteria must be met in order to meet
the minimum requirements for an
In-Home Occupation
per the Town of Halfmoon Zoning Code:**

ARTICLE IX
Additional Regulations

§ 165-39. Home occupations.

- A. All occupations conducted in residential districts shall meet the special permit requirements as outlined in Article XVI and shall conform to the following:
- (1) The home occupation shall be carried on only by a member(s) of the family residing in the dwelling unit. One employee who is not part of the family is permitted.
 - (2) The home occupation shall be carried on wholly within the principal or accessory structures and shall not exceed 30% of the total building floor space.
 - (3) Exterior displays or signs other than those permitted under Article X, exterior storage of materials and exterior indication that a home occupation exists, or variation from the residential character of the principal structure shall be prohibited.
 - (4) Objectionable circumstances, including those which are visual, together with dust, electrical disturbance, odors, noise, heat or glare, shall not be produced.
 - (5) Parking shall be provided off street and shall not be located in front yards except for a maximum of three cars.
 - (6) Seasonal services may be permitted, provided that those services are personal in nature and are offered within the dwelling occupied by the same, i.e., income tax preparation.