



**CITY OF NEW LONDON  
CONNECTICUT  
OFFICE OF DEVELOPMENT & PLANNING  
Planning, Zoning, & Wetlands Division**

181 State Street  
New London CT 06320  
(860) 437-6379  
(860) 437-4467 FAX

**PERMIT FEE \$25.00**

**HOME BASED BUSINESS APPLICATION  
ADMINISTRATIVE REVIEW**

**Home Based Businesses (HBB) are defined by the City of New London’s Zoning Regulations as, “Home Based Business: Any business, occupation, or activity for gain, undertaken by a legal resident of the property, within a residential structure, that is incidental and secondary to the use of that structure as a dwelling unit. (Amended 10/18/2001)**

Home Based Businesses are permitted in the following zones in the City of New London by completing the attached Administrative Zoning Permit Application for a Home Based Business.

R-1 and R-1A	Single Family Low Density Residential
R-2	Two Family Medium Density Residential
R-3	Multi-Family Medium Density Residential
R-4	Multi-Family – Office – High Density
NB	Neighborhood Business District
C-1	General Commercial District
C-2	Limited Commercial District
CBD-1	Central Business District One
CBD-2	Central Business District Two
WD	Waterfront Development District
WCI-1	Waterfront Commercial-Industrial
WCI-2	Limited Waterfront Commercial/ Industrial
LI-O	Light Industrial Office District

**All proposals must meet the following criteria for a Home Based Business:**

1. The activity shall be run by a legal resident of the property,
2. The activity shall be approved in writing by the property owner, if other than the legal resident
3. The activity shall be limited to the internal area of the principle structure
4. There shall be no external display of products/materials/stock on the premises
5. The activity shall be limited to 25% of the floor area of the principle structure
6. There shall be no changes to the residential character of the property,
7. There shall be no noise, dust, vibration, odor, smoke, electrical interference, fire hazard, or any other nuisance perceptible beyond the lot line
8. There shall be no employees other than the Home Based Business owner

**The following items must accompany this completed application along with the \$25.00 permit fee:**

1. A detailed description of the business that addresses the previous questions and any other relevant details;
2. A floor plan that illustrates: 1) the internal use of the building for the business, 2) the square area of the portion of the building used for non-business related activities;
3. A plot plan which illustrates the local streets, property boundaries, existing/proposed structures, parking, storage area, and any other relative issues.

Location of Home Based Business \_\_\_\_\_

MAP/BLOCK/LOT \_\_\_\_\_ ZONE \_\_\_\_\_

Name of Business Owner \_\_\_\_\_ Phone \_\_\_\_\_

Address of Business Owner \_\_\_\_\_

**HOME BASED BUSINESS APPLICATION  
ADMINISTRATIVE REVIEW**

Name of Property Owner \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

Description of Business \_\_\_\_\_

**Please answer the following questions:**

1. Is the business owner a legal resident of the property? \_\_\_\_\_
2. What portion of the property/structure is the business located in? \_\_\_\_\_
3. Will there be any external display of products/materials/stock? \_\_\_\_\_
4. What is the square area of the principle structure? \_\_\_\_\_
5. What is the square area of the area/room used by the business? \_\_\_\_\_
6. Will there be any changes to the residential character of the property? \_\_\_\_\_
7. Will there be any noise, dust, vibration, odor, smoke, electrical interference, fire hazard, or any other nuisance perceptible beyond the lot line? \_\_\_\_\_
8. Will there be any employees other than the business owner? \_\_\_\_\_

Signature of business owner \_\_\_\_\_ Date \_\_\_\_\_

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

***Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.***

***All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.***

Property Owners Signature \_\_\_\_\_ Date \_\_\_\_\_

***Upon penalty of perjury, I represent by this signature that I have the consent, authority and agreement of all other owners of the involved properties to submit this application.***

***All applications must be signed by the legal property owner of the subject property, or you must provide documentation that you have been authorized by the property owner to obtain permits on their behalf.***

**FOR STAFF USE ONLY  
ODP ADMINISTRATIVE APPROVAL**

**Use:** \_\_\_\_\_

**Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Approval based on information provided by applicant, any variations are the sole responsibility of the applicant.)

***Appeals taken to the Zoning Board of Appeals to reverse any order, requirement, or decision by the Zoning Enforcement Officer must be taken within thirty (30) days after their receipt of this order. Forms to make an appeal can be obtained at the Office of Development & Planning, at City Hall, 181 State Street, New London, Connecticut.***

***(Appeal Sections 8-7 CTGS, 1000 City of New London's Zoning Regulations.)***