

# Home Occupation Permit

## Application procedure and instruction

This is to serve as a **General Guideline Only**

### Step 1

- Obtain [Home Occupation Permit Application](#) from the [Town Clerk's Office](#) or [website](#)
- Complete; in full, the Home Occupation Permit Application including a [Short Environmental Assessment Form](#)
- Attach required maps and submissions
- A one time fee of \$100 required (*payable to the Town of Cobleskill*)

### Step 2

- Applicant submits completed application; in full, to the [Zoning Officer](#) for review, to determine if the Home Occupation; found in the [Town's Zoning Law](#), is allowable.
- If allowable, the applicant shall submit 9 (nine) copies of the completed application and required fee to the [Planning Board Secretary](#) for [Planning Board](#) review and approval at a minimum of 15 (fifteen) days prior to the regularly scheduled Planning Board meeting. (*Meetings are scheduled for the 3<sup>rd</sup> Wednesday of every month*)
- The site plan fee is waived for this application, the applicant shall be responsible for any additional costs incurred for the review of the application.

### Step 3

- The applicant or representative; with written permission, must present their “project” to the Planning Board at a meeting.
- If required or at the Planning Boards discretion, a public hearing may be scheduled. The Planning Board Secretary will notify adjoining property owners of the public hearing through the list provided from the completed application.

### Step 4

- The Planning Board shall notify the applicant, within 62 days of the date reviewed by the Zoning Officer, as to its final decision.

### Step 5

- The applicant may be required to obtain a building and zoning permit from the Zoning Officer.