

# Home Occupation Permit Application Procedure and Instruction

*This is to serve as a General Guideline Only*

Town of Cobleskill, Schoharie County, New York

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## 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 to the Zoning Officer for review, to determine if Home Occupation, found in the Town's Zoning Law, is allowable.
- If allowable, the applicant shall submit 5 (five) 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 4<sup>th</sup> Monday 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 the "project" to the Planning Board at a meeting.
- If required, or at the Planning Board's discretion, a public hearing may be scheduled. The Planning Board Secretary will notify adjoining property owners of the public hearing through the list provided with the completed application.

## Step 4

- The Planning Board shall notify the applicant, within 62 (sixty-two) 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 if determined appropriate by from the Zoning Officer.