

File Number: _____



Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Cottage Industry Use Certificate Application

New Application: _____ **Renewal Application:** _____

Expiration Date of Current Application: _____

Property Address: _____

Tax Map: _____ Grid: _____ Parcel: _____ Lot: _____ Zoning: _____

Property Tax Identification Number: _____

Applicant(s) Name: _____ Email: _____

Address: _____

Telephone Number(s): _____ Cell Number: _____

Property Owner(s) Name: _____ Email: _____

Address: _____

Telephone Number(s): _____ Cell Number: _____

Name of Business: _____

Type of Business: _____

Brief description of daily operations and employee placements for cottage industry occupation:
(use additional sheet if necessary)

File Number: _____

- 1) Is this property your primary residence? _____
- 2) How many employees are residents of the home where your business exists? _____
- 3) How many non-resident employees does your business require? _____
- 4) What is the total square footage for the home where the business exists? _____
- 5) What square footage of your home is used for the business? _____
- 6) Do you use an accessory structure for your business? _____
- 7) What is the square footage of the accessory structure? _____
- 8) Do you store materials associated with your business? If yes, where? _____
- 9) Has major site plan been applied for or granted? If yes, when? _____
- 10) Are there any other businesses being conducted from this residence? If yes, what? _____

I understand that it will be necessary for a Planning and Zoning representative to inspect the premises on which I will be operating my cottage industry business before being issued a Cottage Industry Use Certificate. Additionally, I understand that the issuance of this use certificate does not eliminate the need to obtain the required approvals of other State and County agencies.

Certification: I certify that all the information is true and correct, and understand that misrepresentation is grounds for denial and/or revocation of the license.

Applicant's Signature

Date

Property Owner(s) Signature

Date



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Checklist

Talbot County Code, Chapter 190, Cottage Industry, regulates a list of uses that are appropriate for cottage industries. Cottage Industry use certificates shall be renewed every two years. Application may require a site inspection. The following information shall be submitted to the Department of Planning and Zoning.

New and Renewal Use Certificate for Cottage Industry Applications shall be accompanied by:

- 1. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.

New Use Certificate for Cottage Industry Applications shall be accompanied by:

- 1. A scaled site plan of the property which indicates:
 - _____ Property lines, property size and zoning
 - _____ Existing structures with the uses of each structure labeled
 - _____ Any proposed structures with the use of each structure labeled
 - _____ Driveways, walks, well and septic
 - _____ Parking area as required by *Talbot County Code*, Chapter 190
 - _____ Location and size of sign if one will be used (limited to 6 square feet)
- 2. A scaled floor plan of the residence or accessory structures to be used for the Cottage Industry.

Renewal Use Certificate for Cottage Industry Applications shall be accompanied by:

- _____ 1. Certification from Applicant that no changes have been made to operation or provide updated site plan, floor plan, etc., as applicable. Amendment may require site plan modification in accordance with Chapter 190 of the *Talbot County Code*.

<u>Office Use Only:</u>	Expiration Date: _____
Approvals:	
Zoning Inspector: _____	Date: _____
Department of Planning and Zoning: _____	Date: _____
Comments/Conditions: _____	
