

File Number: \_\_\_\_\_



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

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## Home Based Occupation Use Certificate Application

**New Application:** \_\_\_\_\_ **Renewal Application:** \_\_\_\_\_

Expiration Date of Current Application: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell Number: \_\_\_\_\_

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Property Owner(s) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Cell Number: \_\_\_\_\_

Tax Map: \_\_\_\_\_ Grid: \_\_\_\_\_ Parcel: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning: \_\_\_\_\_

Name of Business \_\_\_\_\_

Type of Business \_\_\_\_\_

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

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- 1) How many employees are residents of the home where your business exists? \_\_\_\_\_
- 2) How many non-resident employees does your business require? \_\_\_\_\_
- 3) What is the total square footage for the home where the business exists? \_\_\_\_\_
- 4) What square footage of your home is used for the business? \_\_\_\_\_
- 5) Do you use an accessory structure for your business? \_\_\_\_\_
- 6) What is the square footage of the accessory structure? \_\_\_\_\_
- 7) Do you store materials associated with your business? If yes, where? \_\_\_\_\_

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I understand that it will be necessary for a Planning and Zoning representative to inspect the premises on which I will be operating my home based business before being issued a Home Occupation Use Certificate. New accessory structures are required to complete a Simplified Site Plan. 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, Home Occupations, regulates a list of uses that are appropriate for home occupations. Home occupations use certificates shall be renewed every two years. Renewal may require a site inspection. The following information shall be submitted to the Department of Planning and Zoning.

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 Home Based Occupation.
  
3. Application fee as determined by fee schedule adopted by County Council. Check shall be made payable to: Talbot County, Maryland.

**Office Use Only:**

**Approvals:**

Zoning Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Planning and Permits Office: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Conditions: \_\_\_\_\_

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