

# PUTNAM TOWNSHIP HOME BASED BUSINESS CHECK LIST

Name of Business:	Owner's Name:
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Description of Business	
	Description of service/s are supplied
	What types of operations are performed on site; list machinery, tools, processes, etc.
	Hours of operation
	Number of employees; identify residents and non residents
	Number of business vehicles including brief description
	Description of expected traffic; employee and customer
	Description of parts and supplies stored on site
	Identify any outdoor storage area on plot plan
	List of all non household chemicals, paints, solvents, etc. stored on site
Ordinance requirements (section 4 General Provisions)	
	Prohibited business; waste hauling, sanitary services, junk yards, scrapping operations and retail sales
	Minimum 3 acre parcel (exceptions per section 8)
	Business requiring special building codes prohibited (sec.4.B.12)
	No negative impact on community; noise, lighting, traffic, odor, sanitation, etc. (sec. 4.B.2)
	Single family residential must be principle use of property (sec.4.B.6)
	Maximum 2 business vehicles (sec.4.B.8)
	Maximum 2 customer vehicles or equipment parked outside (sec.4.B.8)
	Maximum 2 non resident employees work on site (sec.4.B.9)
	Maximum 40% of dwelling used for business, accessory structure can be 100% (sec.4.B.10&11)
	Use on private road must be certified by home owners association (sec.4.B.13)
Plot Plan Requirements	
	Scaled drawing of property including dimensioned lot lines
	Legal description of property
	All buildings (primary and accessory), parking and driveway locations with dimensions
	Set back distance, all buildings to lot lines
	Well and septic locations (or sewer easement)
	Location and description of existing and/or proposed easements
	Location and description of significant natural features (wetlands, flood plain, stands of trees, etc.)
	Distance to all neighboring buildings within 100' of property line; label use of those buildings (residential, garage, etc.)
	Location of all outside storage

