



Department of Planning and Zoning

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www.burlingtonvt.gov/pz

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OCT 16 2015

DEPARTMENT OF PLANNING & ZONING

Home Occupation Application Questionnaire

Use this checklist for all applications for a home occupation - See Sec. 5.4.6 of the Zoning Ordinance. This questionnaire is provided to summarize details and is required to accompany a zoning permit application form and required fee (for either administrative approval or conditional use review).

Please note:

- 1. The specific requirements for home occupations can be found in Section 5.4.6 of the Comprehensive Development Ordinance which is available in its entirety on our website at www.ci.burlington.vt.us/planning
2. A 'Business Personal Property Registration Form' may be required to be submitted to the Assessors Office. This form is available at www.ci.burlington.vt.us/assessor/businesses

Name of Business Proposed: Queen City Ghostwalk

Type of Business Proposed: Tour Business

Provide a detailed description of the proposed Home Occupation such as: activities involved; materials and equipment used; quantities of materials and equipment stored on-site; methods of operation; hours of operation. This may be done on a separate piece of paper and attached.

Please respond to the following:

- 1. How many persons will be involved or employed in the conduct of the proposed Home Occupation: Residents of premises: 2 Others 0 Total Number 2
2. What type of product will be produced, serviced, or repaired in the conduct of your Home Occupation? (For example: repair of clocks or watches, making jewelry, etc.). Explain: Our business is a walking tour, so the only business conducted in the home is website maintenance and occasional printing of materials.
3. Describe any alterations to the home or premises that might be required to facilitate your Home Occupation: No alterations are necessary to the home for this business.
4. Describe what rooms will be used in the conduct of the Home Occupation and how these rooms will be used. (For example: garage will be used to store supplies; or den will contain desk and file cabinets, etc.). Indicate the gross floor area(s) that will be used in the conduct of the Home Occupation. Indicate the total gross floor areas of your house and include any accessory structure(s) to be used for the Home Occupation, (Ex. Garage). A portion of the family room with a desk, computer and printer are used for the business. The floor area used for this set-up is 5' x 8'.
5. Describe the mechanical and/or electrical equipment that will be necessary to conduct your business activity: Computer and printer are the only equipment needed.
6. Describe how, where and in what amounts the material, supplies and/or equipment related to your Home Occupation will be displayed or stored: There are no displays. The only materials stored are printer paper and a box of buttons used for admission to the walks. These all fit in the desk.

PLEASE TURN OVER

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7. Will people come to your home to obtain any product or utilize any service connected with the proposed Home Occupation activity? Yes \_\_\_\_\_ No   
If yes, please explain in detail:

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8. Are any signs necessary or proposed relative to the Home Occupation?  
Yes \_\_\_\_\_ No   
If yes, you are required to file for a Sign Permit. An application form can be obtained at the Planning and Zoning Department or on our website.

9. If trucks or other equipment will be used in your Home Occupation, where will they be parked or stored?  
1 Company car will be parked in the driveway.

10. Will the Home Occupation involve the use of commercial vehicles for delivery of materials to or from the premises? Yes \_\_\_\_\_ No   
If yes, please explain:

11. How many parking spaces will be provided for the home occupation? None, just driveway  
Where will they be located? Indicate parking spaces on a site plan of this property as part of your application submission.

12. Is your proposed Home Occupation in conformance with the conditions, covenants and restrictions pertaining to your property? Yes  No \_\_\_\_\_  
We suggest checking your deed for conditions, covenants and restrictions.

I have read and understand 'Sec 5.4.6 Home Occupations' under the City of Burlington Comprehensive Development Ordinance and believe that to the best of my knowledge my proposed Home Occupation would not violate any portion of said Ordinance:

Applicant's Signature: *Rogin Ann Northey Lewis*  
Date: 10/12/15

Property Owner's Signature: *Rogin Ann Northey Lewis*  
Date: 10/12/15

## **Department of Planning and Zoning : Home Office**

### **ACTIVITIES INVOLVED:**

Script writing, tour scheduling, ad planning, and reservation coordination  
(Reservations are handled directly in the form of ticket sales through the Flynn Theater, they report to us. NO ONSITE TICKET SALES.)

### **Location of workspace and supplies:**

#### ***In the downstairs room indicated in site records as 4th bedroom:***

Desk and one desktop computer

File storage cabinet

Ink jet Printer

Storage racks for portable audio equipment and printer paper, mailing supplies, buttons for tour guests, and costume hats.

Area used: Approximately 48 square feet of floor space

#### ***In garage:***

Two garment racks holding costumes. Two skeletons.

Area used: Approximately 35 square feet of floor space

### **ADDITIONAL EQUIPMENT**

There is no special or unusual equipment necessary for this business.

**SIGNAGE:** There are no signs on our residence, only a house number.

### **PARKING:**

No customers seen in home office, no products or services provided as part of Home Occupation activities. Home office only.

There are two vehicles parked in our driveway. One has our business logo on the doors. The vehicle, a 2009 Toyota Matrix, is used for picking up office supplies like paper and ink cartridges, but is primarily a family vehicle.

## Mary O'Neil

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**From:** Queen City Ghostwalk <queencityghostwalk@gmail.com>  
**Sent:** Tuesday, November 17, 2015 1:53 PM  
**To:** Mary O'Neil  
**Subject:** Re: zoning application for home occupation

Mary,  
Queen City Tarot is under the umbrella of Queen City Ghostwalk, just a winter offering we provide. None of the readings are done in our home. They are done off site at businesses or other people's homes, or venues they arrange.  
We just use a different site and Facebook page for advertising.  
There is a folder on my computer allocated to the few sessions I do a year.  
Please let me know if you need any more information.  
Thank you!  
Thea  
Sent from my iPhone

On Nov 17, 2015, at 11:31 AM, Mary O'Neil <[MCOneil@burlingtonvt.gov](mailto:MCOneil@burlingtonvt.gov)> wrote:

Good morning,  
I am the project manager assigned to your application for a home occupation for the ghostwalk tours at 29 Home Avenue.  
While doing review, it has become apparent that there is a secondary activity:  
See:  
<http://www.queencitytarot.com/Booking.html>.

Can you tell me please is the tarot reading occurring at the 29 Home Avenue location, or off-site? The web site says participants number "from twenty to two thousand." Where are these events held? Is there any other portion of the residence that is dedicated to this activity, other than the desk/computer area?

Thanks for your assistance.

<image001.png>

Mary O'Neil, AICP  
Senior Planner  
Coordinator, Certified Local Government Program  
[mconeil@burlingtonvt.gov](mailto:mconeil@burlingtonvt.gov)  
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**\*\* Please note that this electronic message may be subject to disclosure as a public record under the Vermont Public Records Act.**