



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

TOWN CLERK'S OFFICE

BUSINESS CERTIFICATE/BUSINESS LICENSE APPLICATION

Medway Town Hall
Town Clerk's Office
155 Village Street
Medway, MA 02053
Phone (508) 533-3204

Intended Business Name: _____

Intended Business Address: _____ Medway, MA 02053

Intended Business Owner: _____

Mailing Address (if different than intended business address): _____

Telephone Number: _____ Email Address: _____

If intended Business Owner is not property owner, please fill out property owner section: Property Owner Name: _____

Property Owner Address: _____

Property Owner Contact Number: _____

Please give a detailed description of intended business:

Will intended business be conducted out of your Medway Residence? YES or NO

Please initial in the box below to confirm you have received and reviewed the following document:
Initials

I have read the "Medway Zoning Bylaws" that outline Homebased Businesses

Signature of Applicant: _____ Date: _____

Signature of Treasury: _____ Date: _____

For Internal Use Only
Zoning Officer Approval

Zoning District: _____

Business Application Status: Approved

**Denied

Comments: _____

Signature of Zoning Officer: _____ Date: _____

***If denied, please refer to Zoning Board of Appeals to apply for a Special Permit*



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Date: _____

New Renewal for Business Certificate/Business License for the year: 20
Please Circle One

In conformity with the provisions as outlined in M.G.L. Ch. 110 § 5, as amended, the undersigned hereby declares that a business under the title of:

Title of Business

Business named above will be conducted at _____ Medway, MA 02053

Full Name: _____

Mailing Address: _____

Signature of Business Owner: _____

*New Applications: If not signed in the presence of the Town Clerk, signature must be witnessed by a Notary

For Internal Use Only

The above-named person(s) appeared before me; making the oath that the foregoing statement is true.

Signature of Town Clerk, Town of Medway, MA

Date

Identification Type: _____

Number on Identification Associated with Applicant: _____

Certificate/License expires on: _____

Business Certificate/Business License Number: _____

HOME-BASED BUSINESS

- A. **Purposes.** The purposes of the Home-Based Business bylaw are to provide for the conduct of home occupations in a residential or mixed-use district while preserving the residential character of the premises and preventing adverse effects on the neighborhood.
- B. **Applicability.** A Home-Based Business shall be allowed by right as shown in TABLE 1 if it meets the requirements of this Section 8.3.
- C. **Definitions.** See Section 2 Definitions herein for definitions of: Home-Based Business and Gross Vehicle Weight Rating (GVWR) and Outdoor Storage.
- D. **Basic Requirements.**
 1. The business use is subordinate to the primary residential use of the premises. No more than 20 percent of the gross floor area of the dwelling and any accessory structures, up to a maximum of 1,000 square feet of gross floor area, shall be used for the home-based business.
 2. Other than as specified in Items D.5, 6, 7, and 8, there shall be no visible evidence of the home-based business from the street or an adjacent lot. A home-based business shall be conducted entirely indoors within the principal dwelling on the lot or a building accessory thereto.
 3. There shall be no outdoor storage associated with the home-based business. Accessory structures such as sheds, detached garages, and barns may be used for unheated storage of the home-based business's stock in trade, commodities, tools, equipment, or products.
 4. Not more than one non-resident shall be employed on the premises at any time, and the maximum number of customers on the premises at any given time shall not exceed the number that can be accommodated in one passenger vehicle.
 5. The maximum number of off-street parking spaces for employee and customer parking shall be two.
 6. Off-street parking spaces for vehicles and trailer associated with the home-based business shall not be located within the standard zoning setbacks of the property except for those on already existing driveways or established parking areas at such time as the home-based business is established. No additional curb cuts are permitted.
(Amended 11-16-15)
 7. There shall be no outside parking of more than two Class 3 motor vehicles and no motor vehicles rated Class 4 and above as defined by gross vehicle weight rating (GVWR), and no more than one registered trailer with a maximum bed length of 18 feet, associated with the home-based business.
(Added 11-16-15)
 8. There shall be no change in the exterior appearance of the dwelling or accessory building used for the home-based business. Any new building constructed for the business shall not deviate from the residential character of the area. No signs shall be permitted for a home-based business except as provided in Section 7.2.2 of this Zoning Bylaw.
 9. No equipment or process shall be used in the home-based business which creates noise, vibration, odor, fumes, gas, smoke, dust, or electrical disturbance detectable to the normal senses off the lot.
 10. A home-based business shall not generate any solid waste or sewage discharge in volume or type greater than that associated with a typical residential use.

11. Deliveries or pick-ups of supplies or products for the home-based business are allowed between 8 am and 8 pm. Vehicles used for such delivery and pick-ups shall be limited to those that customarily serve residential neighborhoods.
12. The owner or operator of the home-based business shall reside on the premises.

(Added 11-16-15)

- E. There is no limit to the number of home based businesses that may occupy a single dwelling unit, provided that the cumulative total of the area used for home-based businesses on the premises shall not exceed Paragraph D (1) above.
- F. **Special Permits.** A home-based business that does not comply with all of the above standards shall only be allowed by special permit from the Zoning Board of Appeals. Special permits granted hereunder shall be based upon the criteria in Section 3.4.
- G. **Registration.** Pursuant to G.L. c. 110, Sections 5-6 and Chapter 227, § 5A, most home-based businesses are required to register with the Town Clerk and obtain a Business Certificate before commencing business operations.

(Amended 5-8-2023)