

Appeal Period Expires

10/1/25

Town of Essex, Vermont  
PERMITTED HOME  
OCCUPATION APPLICATION

Application Date

9/15/25

Zoning District

R1

Permit Number

2025-147

In accordance with the Act [§ 4412(4)], no provisions of these Regulations shall infringe upon the right of any resident to use a minor portion of a dwelling for an occupation which is customary in residential areas and which does not have an undue adverse effect upon the character of the residential area in which the dwelling is located.

Home occupations which meet the following requirements are allowed as accessory uses in all districts where residential uses are allowed. A proposed home occupation shall be considered a permitted use and approval shall be granted by the Zoning Administrator if, in his/her judgment, the following criteria are met:

- (1) No delivery of equipment or merchandise other than an occasional UPS - type vehicle and/or occupant's personal vehicle.
- (2) Only one business vehicle owned by the resident may be parked at the dwelling. The business vehicle parked at the dwelling shall not exceed a one-ton capacity and shall be parked in an adequate off-street parking area.
- (3) No more than five (5) customer visits per day at the premises shall be allowed.
- (4) The owner of the business shall be a resident on the premise.

The Applicant confirms that they meet the above 4 requirements. (initial here) AS

Parcel Account Number (Map-Parcel-Lot) 2-010-066-003 Application Fee \$100

Property Address:

109 Towers Rd, Essex Jct, VT 05452

Property Owner:

Andrew + Barbara Shenton

Owner Phone:

802-734-1347

Email: ashenton79@gmail.com

Applicant's Name:

Kathryn Shenton

Applicant's Phone:

802 734 2595

Email: sanctumflames@gmail.com

Please Answer the following questions:

1. Describe in detail the operation (including days/hours of operation, number of employees, etc.):

I make soy wax candles to bring to shows and sell online only. There are no employees. I don't have official hours, since I don't sell on site - but I work from 8am - 6pm Saturday - Tuesday on candles. To make the candles, I warm wax in pots (no flame), pour into containers, and then allow to cool. Then its labeling and shipping.

2. Does the Home Occupation include retail sales? \_\_\_ Yes  No (If yes, please describe above.)

3. Will the Home Occupation produce and objectionable noise, vibration, smoke, dust, electrical disturbance, odors, heat, or glare? If yes, please specify:

NO-

USE OF PROPERTY

1. Is the primary use of the property as a residence for the applicant?  Yes \_\_\_ No

2. Number of buildings on the property: 3 Building(s) to be used: \_\_\_ Existing 1 New

diagram

Please provide a

3. Total finished square footage of home or building to be used: 320 576

5. Square footage of Home Occupation:

	Inside House:	Inside Other Buildings:	Outside:
Offices:	_____	_____	_____
Working Area:	_____	<u>288</u>	_____
Storage:	_____	<u>288</u>	_____

**METHOD OF OPERATION**

1. Number of Employees: 0 Family 0 Non-Family

2. Hours of Operation: 8-6 Days of Week: Sat-Tues

**TRAFFIC AND PARKING**

1. Projected Traffic 0 Cars per day 0 Deliveries per day 1

2. Parking: Applicant's vehicle(s) stored outside: 1

Is a sign being requested?  Yes  No If yes, maximum permitted size is 3 square feet. Sign size: \_\_\_\_\_

**SITE PLAN**

1. Neat ruler drawing of the property including all structures and parking area, include floor plan for business.
2. Submit photographs of all sides of the building.

The undersigned hereby applies for permission to operate a Home Occupation pursuant to section 4.9 of the Zoning Regulations

Applicant's Signature: KASH

Approved  Denied Date: 9/16/25

(See attached for conditions of approval or reason for denial.)

By: Sharon Kelley, Zoning Administrator

Any interested person may appeal the decision of the Zoning Administrator to the Zoning Board of Adjustment within 15 days of permit issuance. Commencing construction or operations within this 15-day appeal period is prohibited by law.

**This permit is valid as long as you continue your business at the location you applied for, and you do not alter the use in which you applied for.**

## Building Use:

The building will be used as a workshop for my business, Sanctum Flames. I design and create candles to sell online and bring to shows - there is no retail/pick-up option.

I use clean, soy wax, fragrance oil and wood wicks to create the candles. I heat the wax by using large electric pots (no flame) and pouring it into vessels. I will also be using this building to do design work for the candles and shipping my online orders.

The upstairs will be used as storage for all candle-related work.

I don't have a set schedule for hours, because it's not a retail store, but on average I would be using it between 8am - 6pm Saturday through Tuesday.

I do not have any employees, and I live in the house on the property with my parents. I don't have a work vehicle, only a personal one that would be parked in the driveway as usual.

no wax or products will go into  
private septic per ~~tenant~~ (Katherine)  
business owner →