



Town of Waterford

Department of Planning and Development

www.waterfordct.org



Office Use Only

Date Submitted: 7/1/24

Processed By: KK

App. No.: PL-24-11

Total Fee: \$ 360-

Electronic Submission

Waived: Yes No

PZC Form 1

Planning and Zoning Application

1. Type of Application(s), Use and Property Information (check all that apply)

- | | | |
|--|---|---|
| ☐ Informal Staff Review | ☐ Site Plan/Design Review | ☐ Municipal Project (CGS§8-24) |
| ☐ Special Permit/Design Review ¹ | ☐ Subdivision /Resubdivision | ☐ Lot line Adjustment |
| ☐ Zoning Map Change | ☒ Regulation Amendment(s) | ☐ New District |
| ☐ Multifamily Development | ☐ Coastal Area Management ² | ☐ Earth Excavation |
| ☐ Flood Hazard Area | ☐ Other: _____ | ☐ Other: _____ |

Specify all uses and corresponding section for which this application applies³:

Use: Cottage Food Operator Section: _____

Use: _____ Section: _____

Use: _____ Section: _____

Name of proposed development/subdivision: _____ If subdivision how many lots?: _____

If applicable, are roadways proposed to be private, public or both:

☐ Private ☐ Public ☐ Both⁴

Parcel 1

Map/Block/Lot: _____ / _____ / _____

Street No. & Name: _____

Size SF/AC: _____ / _____

Zoning District(s): _____

Parcel 2

Map/Block/Lot: _____ / _____ / _____

Street No. & Name: _____

Size SF/AC: _____ / _____

Zoning District(s): _____

¹ Include a completed list of property owners with Parcel ID, name, address and mailing address. It is the applicant's responsibility to distribute all notices certified return receipt. Evidence of mailing shall be submitted prior to the start of the hearing. Failure to do so will delay the opening of the hearing.

² Coastal Site Plan reviews under Coastal Area Management §25.4 must submit a completed PZC Form 2 in addition to this PZC Form 1.

³ The use listed must correspond to the exact use term noted within the zoning district as a permitted use allowed through site plan or special permit.

⁴ A plan must accompany the application clearly delineating the limits of public and private roads.

2. Applicant Information

Name: Kolista Kedron
Title: _____
Company: _____
Address: 10 Kathryn Court
City/State: Waterford CT
Zip Code: 06385
Telephone: 860.326.8212 Fax: _____

Applicant's Authority to File Application⁵

☒ Legal Owner of Record
☐ Power of Attorney
☐ Contract to Purchase
☐ Other _____

Email: Kolista.Kedron@gmail.com

3. Agent Information; if applicable

Name: _____
Title: _____
Company: _____
Address: _____
City/State: _____
Zip Code: _____
Telephone: _____ Fax: _____

Specify Nature of Agent

☐ Attorney
☐ Civil Engineer
☐ Land Surveyor
☐ Design Professional; _____
☐ Other: _____
Bar/License/Reg. No.: _____

Email: _____

4. Property Owner(s) and Parcel(s) Information

Is owner co-applicant? ☐ Yes ☐ No

Note: If landowner is an LLC, Corporation, Trust or other legal entity, attach the names, addresses and title of each member or officer, including agent(s). If same as applicant list 'Same'.

Name: _____
Title: _____
Company: _____
Address: _____
City/State: _____
Zip Code: _____
Telephone: _____
Fax: _____
Email: _____

Name: _____
Title: _____
Company: _____
Address: _____
City/State: _____
Zip Code: _____
Telephone: _____
Fax: _____
Email: _____

⁵ Applicant must submit evidence attesting to the authority to file application (i.e. deed, option for purchase, etc.)

5. Statement of Use

Attached a typed statement of use in conformance with the Zoning Regulations as described in Section 22.4.2. In addition include all hours and days of operation, size of buildings and number of stories, utilities servicing the parcel, variances received, number of employee and structures to be demolished.

6. Statement of Design Compatibility (Site Plans and Special Permits only)

Attach a statement describing how the building and site design is compatible with the neighborhood, character of Waterford and Zoning Regulations.

7. Consistency with Adopted Plan of Preservation, Conservation and Development (all applications)

Attach a statement attesting to how the proposed use, zone change, amendment or design is consistent with the most recent adopted Plan of Preservation, Conservation and Development (the Plan). Note relevant Plan section numbers and pages.

8. Natural and Cultural Resources

Yes	No		% of Property
☐	☐	a. Are inland wetlands present on site? Total SF/AC _____ / _____	_____
☐	☐	b. Are tidal wetlands present on site? Total SF/AC _____ / _____	_____
☐	☐	c. Are their known or suspected vernal pools on the property?	
☐	☐	d. CT DEEP NDDB: Are endangered, threatened or species of special concern suspected to be located on the property? <i>Applicant must attach an 8 1/2 x 11 map of the most current CT DEEP Natural Diversity Database with site clearly identified regardless of response provided. If you answered yes to item d., attach a letter from CT DEEP stating the name of the specie(s) that are suspected to be on the property. See Section 22 of the Zoning Regulations for additional information.</i>	
☐	☐	e. Are floodplains or flood hazard areas on the property?	
		Identify: _____	
☐	☐	f. Is the property located within a local, state or national historic district?	
		If yes identify district name: _____	
☐	☐	g. Does the site possess any structures or sites listed on the local, state or national register of historic landmarks?	
		If yes, identify: _____	

9. Additional Information

Yes No

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | a. Is any part of the site within 500' of the Town line? Which town: _____ |
| ☐ | ☐ | b. Will any egress or ingress for the property use streets within an adjoining municipality? |
| ☐ | ☐ | c. Is any work proposed in wetlands or watercourses? Explain in Statement of Use |
| ☐ | ☐ | d. Is any work proposed within 100 feet of a wetlands or watercourse? Explain in Statement of Use |
| ☐ | ☐ | e. Is any work proposed within a floodplain or flood hazard area? Explain in Statement of Use |
| ☐ | ☐ | f. Is public water available or proposed to the site? Identify: _____ |
| ☐ | ☐ | g. Are public sanitary sewers available or proposed to the site? Identify: _____ |
| ☐ | ☐ | h. Is there a utility, drainage or other easement(s) on the site? Specify: _____ |
| ☐ | ☐ | i. Is open space proposed on the property? |

How much open space is proposed (SF/AC)? _____ / _____ Percent of property(s) _____

Use and purpose of open space: _____

10. Previous Land Use Permits Associated with the Property(s)

Have previous permits been issued for the Property: ☐ Yes ☐ No (List singularly; attached additional pages if necessary)

<u>Date Issued</u>	<u>Issuing Agency</u>	<u>Approved Use/Activity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Change of Zone, Regulation Amendment or New Zoning District, if applicable

Yes No

☐☐

a. Is this application for a new zoning district and/or regulation not presently established within the Zoning Regulations? If a new zoning district, distinguish type of zone proposed:

☐

Fixed Zone

☐

Floating Zone

☐

Overlay Zone

Identify proposed zone name: _____

For new regulations, list proposed section number(s) and titles(s):

i. _____

ii. _____

iii. _____

☒☐

b. Is this application an amendment to an existing regulation? Attach proposed amendments, clearly noting any deletions, modifications or additions. List sections proposed to be modified:

i. Definitions: Home Occupation, Customary"-Cottage

Food Operation

ii. _____

iii. _____

☐☐

c. Is this application for a change to a district already established within the regulations? Identify: _____

Supporting materials:

For new zoning districts or a change in zone provide a legal description of the land involved in the zone district change including the following:

- Location map at 1"=1000'
- Accurate description and acreage of tract(s) to be changed with existing buildings and uses
- Show existing features including but not limited to contours at two-foot intervals, wetlands and watercourses, flood plains, all improvements and structures,
- All lots or parts of lots contained in an area within 500 feet in all directions of the zone change tract
- All lots shown in this area and within the zone change tract shall contain the name and address of owners as recorded in the Assessor's records and shall show the nature of use
- North point, and distance along road from nearest road intersection.
- Scale of map(s)

12. Bulk Zoning Requirements Table

Complete the following table, which must also be included on applicable drawings:

Zoning District(s): _____		
Item	Required	Proposed
Minimum Lot Size		
Frontage		
Front Yard		
Side Yard		
Rear Yard		
Building Line		
Building Coverage		
Parking ⁶		
Landscaping		
Impermeable Coverage		

⁶ Attach method used to determine the number of parking spaces required.

13. Planning, Design and Engineering Team

Provide a list of all professionals responsible for the project. Additional pages attached, if necessary: ☐ Yes ☐ No

Discipline:	_____	Telephone:	_____
Name:	_____	Fax:	_____
Company:	_____	Email:	_____
License(s)/ Accreditations:	_____	License(s)/ Accreditation No(s):	_____

Discipline:	_____	Telephone:	_____
Name:	_____	Fax:	_____
Company:	_____	Email:	_____
Licenses and/or Accreditations:	_____	License/ Accreditation No(s):	_____

Discipline:	_____	Telephone:	_____
Name:	_____	Fax:	_____
Company:	_____	Email:	_____
Licenses and/or Accreditations:	_____	License/ Accreditation No(s):	_____

Discipline:	_____	Telephone:	_____
Name:	_____	Fax:	_____
Company:	_____	Email:	_____
Licenses and/or Accreditations:	_____	License/ Accreditation No(s):	_____

Discipline:	_____	Telephone:	_____
Name:	_____	Fax:	_____
Company:	_____	Email:	_____
Licenses and/or Accreditations:	_____	License/ Accreditation No(s):	_____

14. Supporting Documentation

Itemize, including additional attachments, all information provided in support of the application. Titles, dates and sheet/map numbers shall correspond exactly with the corresponding information provided.

Additional pages attached, if necessary: ☐ Yes ☐ No

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

15. For Informal Staff Review Use Only

Sec. 7-159b – Pre-application review of use of property. Notwithstanding any other provision of the general statutes, prior to the submission of an application for use of property under chapters 124, 126, 440 and 541 or any other provision of the general statutes authorizing an authority, commission, department or agency of a municipality to issue a permit or approval for use of such property, such authority, commission, department or agency or authorized agent thereof may separately, jointly, or in any combination, conduct a pre-application review of a proposed project with the applicant at the applicant's request. Such pre-application review and any results or information obtained from it may not be appealed under any provision of the general statutes, and shall not be binding on the applicant or any authority, commission, department, agency or other official having jurisdiction to review the proposed project.

I have read and understand the above provision of the Connecticut General Statutes and understand and agree that whatever discussion, comments and/or recommendations are made through this review are non-binding upon the parties.

Further, I acknowledge and agree that this pre-application review meeting is being conducted prior to and in anticipation of a formal application to the Waterford Planning and Zoning Commission or Conservation Commission to obtain feedback and response to the proposal or design, as it exists on this date, in the interest of preparing an application consistent with the Subdivision, Zoning or Wetlands regulations of the Town of Waterford as the case may be.

Signature

Printed Name

Date

Applicant

Agent

Land Owner

Land Owner

16. Technical Assistance Review Fee

In accordance with the Waterford Code of Ordinance Chapter 16.08, the Commission may require third party technical assistance review for the evaluation of applications associated with but not limited to site plans, special permits, zone change and regulation amendments and may collect payment for costs associated with the review. This includes but is not limited to civil engineering, architecture, legal assistance, traffic engineering and environmental protection.

17. Acknowledgements; All applications

Application Content

The undersigned hereby acknowledges that this application and statements submitted herewith are true to the best of my knowledge and approval of the application is contingent upon compliance with all requirements of said regulations.

Right of Entry and Inspection

The undersigned hereby authorizes the Waterford Planning and Zoning Commission or its agents, to enter the subject property for the purposes of inspection and enforcement for the said Zoning Regulations until receipt of final Certificate of Occupancy and Certificate of Zoning Compliance.

Electronic Data Accuracy and Transmission

If applicable, the undersigned hereby acknowledges that all electronic data submitted as part of this application is an accurate and true representation of all paper transmissions provided as part of this application and may be transmitted publically when requested and all applicable fees are paid in full by the requesting party.

Signature

Printed Name

Date


Applicant

Kisha Kedron

1/12/2024

Agent

Land Owner

Land Owner

Statement of Use

I'm requesting that Cottage Bakery, or Cottage Food Operator, be considered as an additional customary home occupation in section 1.37 of the Town of Waterford Zoning Regulations. According to the CT.gov website, the State of Connecticut allows Cottage Food Operators (CFO) to prepare food that is perceived to be low-risk for food-related injury or illness. As a low-risk product, Cottage Food can be prepared in a home environment without some of the controls used for a traditional ready-to-eat food such as those foods sold in a restaurant or grocery store. As part of the application for a CFO license you must list all types of food you will be producing and complete a food safety training program. For safety purposes, Public Act 18-141 sets the limits on what you may sell in the State of Connecticut. There is a list of acceptable foods and a Guide for Cottage Food Operators on the State of Connecticut's website. In addition, the applicant must obtain and keep written confirmation, that our space is compliant with local zoning laws, and that is the reason for my application to planning and zoning.

My business will be conducted in the kitchen of my two-story home. I will operate during the weekdays in the evenings from 5:00pm-7:00pm, and on weekends anywhere from 8:00am to 5:00pm. I will be the sole employee of the Cottage Food Operation. Baking is a passion of mine and I would love to share my passion for sweet treats with the rest of my community. Thank you in advance for considering this matter.

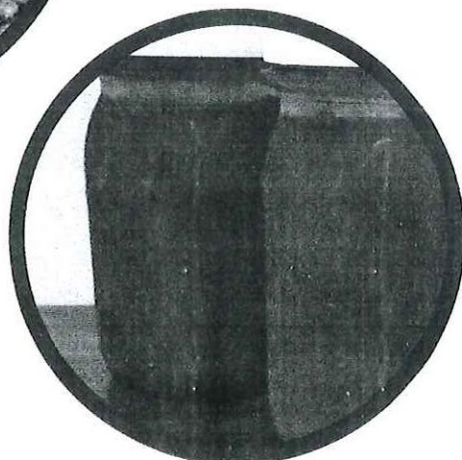
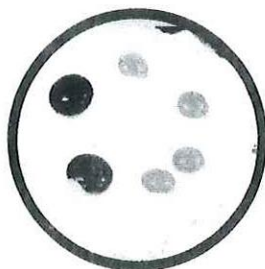
Cottage Food

in Connecticut



*a guide for
cottage food operators*

from the Connecticut Department of Consumer Protection



Introduction

Cottage food is food that is made in your home for direct sale to consumers. For safety purposes, Public Act 18-141 sets limits on what you may sell in the State of Connecticut. Cottage food operators in Connecticut will be able to apply for a cottage food license effective October 1st, 2018, and will be able to sell once their license is approved.

Cottage food must be held to the highest safety standards, and production and sales practices must follow laws and regulations outlined by the State of Connecticut and the Food and Drug Administration (FDA).

In this guide, you will find information about license requirements, labeling requirements, location requirements, and answers to questions about what types of food you are able to produce, and with which ingredients.

Below are some terms that may be new to you, and will help you understand this guide:

- **Potentially Hazardous Food:** Potentially hazardous food is any food that requires time and temperature control for safety to limit pathogenic microorganism growth or toxin formation. This means any food that will spoil as a result of improper temperature control and, as a result, may be potentially harmful if consumed.
- **21CFR:** 21CFR (Code of Federal Regulations Title 21) references the FDA regulations that will affect your work.
- **Private Residential Dwelling:** A private residential dwelling is your home. It is not a group or communal residential setting. A home in an apartment building is considered a private residential dwelling. Cottage food may only be produced in your home kitchen, and may only be packaged, stored or handled in the permitted portion of your home that includes your kitchen.

.....
● At the end of this document, you will find contact information ●
● for the Food and Standards Division at the Department ●
● of Consumer Protection (DCP), and links to additional resources. ●
.....

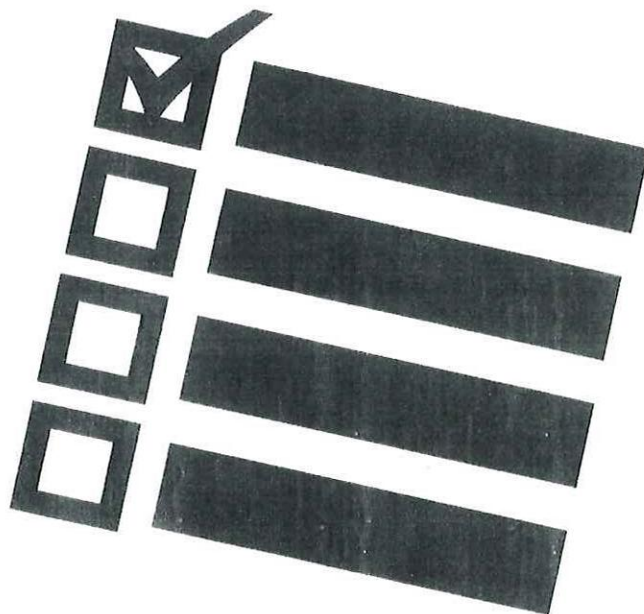
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License Requirements

What do I have to do before I may obtain a cottage food license?

- You should obtain, and keep written confirmation, that your space is compliant with local zoning laws.
- If you have a private water supply, the water supply must be tested prior to receiving a license in order to demonstrate that the water supply is safe to drink. Subsequent testing may be required.
- You must complete a food safety training program that includes training in food processing and packaging. A list of acceptable courses can be found at www.portal.ct.gov/cottagefood.
- You must apply for a license through DCP, and pay the application fee of \$50.00.
- When you apply for your license, you must be prepared to tell DCP what type of food you will be producing.



Types of Food

What types of cottage food may I produce in my home?

Some examples of potentially acceptable cottage food are:

- Loaf breads, rolls and biscuits
- Non-potentially hazardous cakes including celebration cakes (e.g. *birthday cake, but not cheese cake*)
- Non-potentially hazardous pastries and cookies
- Candies and confections
- Fruit pies (*not pumpkin*)
- Jams, jellies and preserves (*must meet the Standard of Identity in 21CFR150*)
- Dried fruits
- Dry herbs, seasonings and mixtures
- Non-potentially hazardous cereals, trail mixes and granola
- Coated or uncoated nuts
- Vinegar and flavored vinegars
- Popcorn and popcorn balls
- Cotton candy



• • • • •
• **PLEASE NOTE: This list is not inclusive. Products on this list are not** •
• **automatically approved, and the list above is subject to change.** •
• • • • •

Why are some products not allowed to be made and sold?

The allowable products list is based on the food safety risk level associated with certain types of food. People who operate a licensed and inspected food processing business have to meet more rigorous requirements for training, food safety and handling, which is why they may make and sell a broader range of food.

May I produce and sell cooked vegetable products, like salsas, tomato sauces, spaghetti sauces, or focaccia bread with roasted vegetables?

No. Cooked vegetables, whether fresh or canned, usually are made from a combination of low acid and acidified food, and are considered a potentially hazardous food. Cooked vegetables must be kept either hot (above 135°F) or cold (below 41°F). They cannot be stored safely at room temperature, which makes them ineligible for production in a cottage food operation.

May I roast coffee beans in my home kitchen and sell them?

Yes. You may roast and sell whole bean coffee or ground coffee. However, beverages may not be sold, so you may not sell ready-made coffee.

May I bake bread in a wood-fired oven?

Yes, as long as that oven is in your approved home kitchen.

May I make and sell apple butter, pumpkin butter or other fruit butters?

No. Fruit butters have significantly less sugar than a traditional jam or jelly. It is the combination of acid, sugar, pectin and heat that assures the safety of jams or jellies. In fruit butters, the combination of sugar and pectin is not sufficient to assure that the fruit butter is safe.

May I press and sell apple cider?

No. Beverages, including apple cider, are not allowed to be produced and sold.

May I make and sell dehydrated meat or poultry?

No. Meat and poultry are a potentially hazardous food and may not be produced and sold as cottage food.

May I make and sell hard candies or lollipops?

Yes, but only if they are non-potentially hazardous.

May I make and sell dry bread or "instant" bread mixes?

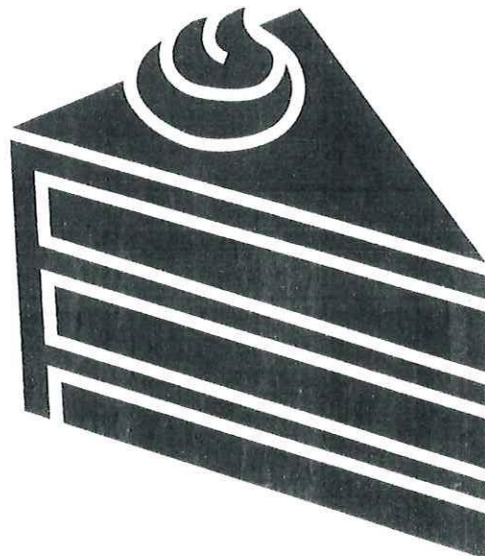
Yes.

Does my chocolate fountain business qualify as a cottage food business?

In most cases, no.

If the type of business outlined below describes you, you do not qualify as a cottage food business. Cottage food products must be prepackaged and properly labeled prior to sale.

.....
• *"I deliver and set up the fountain, and provide chocolate*
• *dipping sauce and items to dip (cut up fruit, pretzels, etc.) that*
• *I have prepared in my home kitchen."*
•
.....



Ingredients

May I make and sell sweet breads, muffins or other baked goods made with fresh or homegrown fruits and vegetables like zucchini, pumpkin, and strawberries?

Yes, as long as the fruits or vegetables are incorporated into the batter and properly baked, labeled and packaged. You should make sure to wash all fruits and vegetables properly before use. The baked goods may not be decorated or garnished with fresh or frozen fruits or vegetables.

.....
• ***PLEASE NOTE: The rules above apply to homegrown or fresh*** •
• ***products that have been frozen and saved for use at a later date.*** •
.....

May homegrown produce be canned and used for making baked goods, like sweet breads, at a later date?

No. However, you may use commercially canned products for baked goods, like cherry pie filling, etc. Most home canned products are not approved for production, with the exception of jams and jellies that meet 21CFR150.

Where may I store ingredients and finished products for my cottage food business?

Ingredients and finished cottage food products may be stored in the permitted area of your private residential dwelling. The permitted area of your home must include your kitchen, and may include areas such as a spare room or a basement that is free of dampness or water, pests or other unsanitary conditions.

You may not use a garage, shed, barn or other outbuilding as a storage facility for your cottage food business.

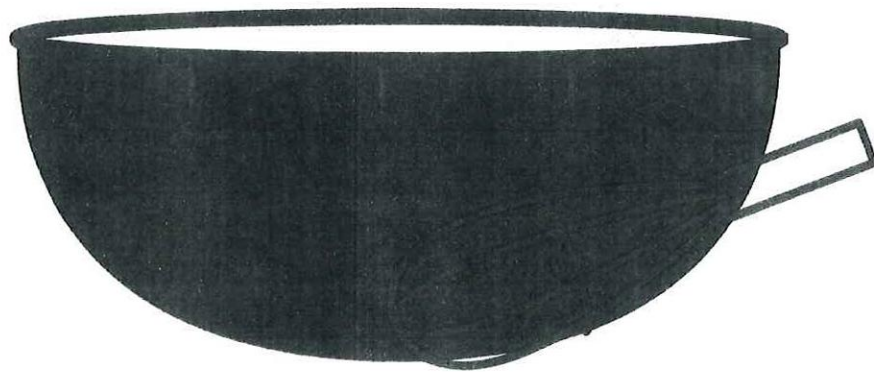
Equipment

May I utilize commercial equipment such as large rotary mixers in my cottage food operation?

No. Typically a private kitchen is not equipped with sinks required to effectively wash, rinse and sanitize large commercial equipment.

Does my equipment, stove and/or refrigerator need to be NSF (a food equipment evaluation group) approved?

No. As a cottage food operator, you are not required to meet NSF standards for your equipment.



Labeling

Do I have to put a label on my cottage food?

Yes, you are required to label your cottage food. The basic information that must be on the label is as follows:

- Name and address of the cottage food operation.
- Name of the cottage food product (*All capital letters or upper/lower case are both acceptable*).
- The ingredients in the cottage food product in descending order of predominance by weight.
 - If you use a prepared item in your recipe, you must list the sub ingredients as well. For example: “soy sauce” is not acceptable, but “soy sauce (*wheat, soybeans, salt*)” would be acceptable.
- The net weight or net volume of the cottage food product (*this must also include the metric equivalent; conversion charts are available online*).
- Allergen labeling as specified in federal labeling requirements.
- The following statement must be printed in at least ten-point type in a clear and conspicuous manner: “Made in a Cottage Food Operation that is not Subject to Routine Government Food Safety Inspection.”
- Hand-printed labels are acceptable if they are clearly legible, written with durable, permanent ink, and printed large enough to equal the font size requirements listed above.

What is the meaning of “allergen labeling, as specified in federal labeling requirements”?

You are responsible for following these federal labeling requirements. As of July 2018, you must identify any of your ingredients that are made from one of the following food groups: milk, eggs, wheat, peanuts, soybeans, fish (*including shellfish, crab, lobster or shrimp*) and tree nuts (*such as almonds, pecans or walnuts*).

If you have an ingredient made with a wheat-based product, you have two options:

- Include the allergen in the ingredient list. For example, the following ingredient listing: "whole wheat flour, water, salt and yeast," meets the requirements of federal law because of the statement "whole wheat flour."
- Include an allergen statement ("Contains:") after the ingredient list. For example, a white bread with whole wheat flour, water, sodium caseinate, salt and yeast should say, "Contains: wheat and milk."

The "Contains" statement must reflect all of the allergens found in the product. In this example, the sodium caseinate comes from milk.

Are there any special requirements for allergen labeling on products that use tree nuts?

Yes. If your cottage food has tree nuts as an ingredient, you must identify which tree nut you are using.

For example, if you made nut bread, an acceptable ingredient list would be:

- Ingredients: wheat flour, water, almonds, salt, yeast.

The following would not be acceptable:

- Ingredients: flour, water, nuts, salt, yeast.

Do I have to include my home address on my product label or is a post office box sufficient?

You must use the physical address of your home kitchen on your product label, not a post office box. Including an address on a product label enables authorities to locate a business in case of a recall or trace back associated with a foodborne illness complaint or outbreak.

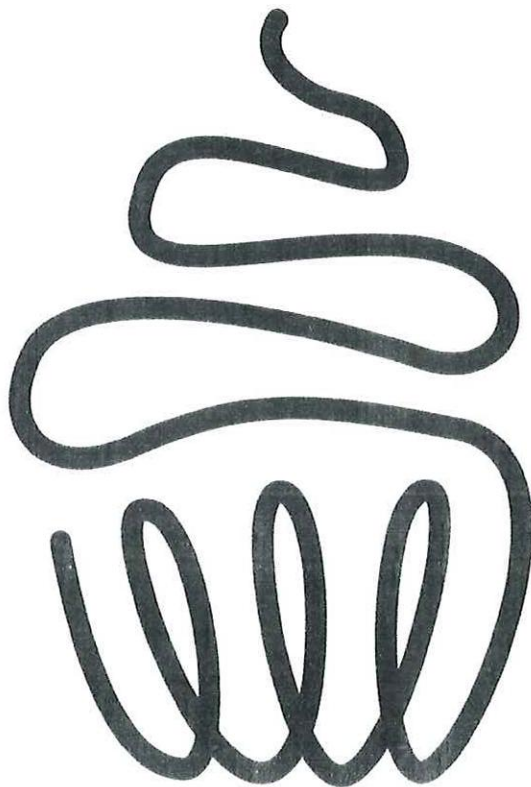
Am I required to send my products to a laboratory to obtain an official ingredient list, or is that something I may put together on my own?

No. You are not required to have your products analyzed by a laboratory to obtain an official ingredient list. You must, however, list all ingredients, in descending order of predominance by weight. If you use a prepared item in your recipe, you must list sub-ingredients as indicated above.

If I make and sell wedding cakes, how should I meet the labeling requirements when I am unable to put a label on a cake?

For wedding cakes, birthday cakes and other specialty cakes that are not easily packaged, you must include all labeling requirements on the invoice and deliver the invoice with the cake.

Smaller cakes must be boxed, and the label must be included on the box.



Local Zoning & Location Requirements

Will I need to meet local zoning or other laws?

Yes. Cottage food operators should contact their municipal government to determine if there are local regulations that will impact their business. You must keep a written record of zoning approval, and be able to produce it if requested by DCP.

Are there any special requirements regarding my home on-site well?

Yes. Only safe drinking water from a properly constructed on-site well or municipal water system may be used. If a well is used, the well water should be tested, at least annually, for coliform bacteria and nitrates. You must submit a water analysis prior to approval and annually thereafter.

Water from wells with any of the following features should be avoided:

- Very shallow depth (< 25 feet)
- Producing cloudy water
- Located in below-ground pit
- Buried wellhead
- Missing cap or seal
- Opening around casing pipe
- Located in close proximity to septic system or other source of contamination (*i.e. animals*)
- Dug well

.....
• **A list of water testing laboratories is available on the** •
• **Department of Public Health website at** •
• [http://portal.ct.gov/DPH/Drinking-Water/DWS/Certified-Testing-Laboratories.](http://portal.ct.gov/DPH/Drinking-Water/DWS/Certified-Testing-Laboratories) •
•
•
•

What are the concerns related to my home on-site wastewater (septic) system?

Depending on the nature and volume of the food products that will be produced for sale, there may be adverse effects to the existing system serving your home.

For instance, adding significant bakery wastewater can increase the total volume discharged, and may also increase the organic strength of the wastewater discharged to the drain field, leading to the possibility of accelerated system failure. The adequacy of the home system to handle additional wastewater loading should be evaluated prior to initiating production. Modifications to the existing system may be necessary.

May I make products in a rented commercial kitchen and sell them?

No. A cottage food license is only for food produced in your home kitchen. If you rent time at a commercial kitchen, you will need a food establishment license to sell your products, even if the rented kitchen is a licensed facility.

May I make cottage food products in an outbuilding on my property, such as a shed or a barn?

No. Cottage food products must be made in the licensed kitchen in your home and stored in the permitted area of your home.

May I make and store cottage food products at my second home, or another property?

No. Cottage food must be produced and stored in the permitted area of your private residential dwelling. The permitted area must include your home kitchen and, therefore, may not be at a different location.

Sales & Doing Business in Connecticut

The farmers' market where I want to sell my products says I need a food license, even though I am a cottage food business. May the market require a license?

Yes. Even though an entity may meet the requirements of a cottage food operation and have a license, some farmers' markets or other direct marketing venues may require vendors to have a food establishment license or to meet other requirements.

May I sell my cottage food online?

Yes. You may advertise and take orders for your product online, but you must directly deliver such products to consumers and you may only deliver products within the State of Connecticut. Sales and product delivery must be directly from the producer or designee to the consumer, in a person-to-person transaction. Products may not be delivered by mail or by other third party delivery services such as UPS or FedEx, or by mobile food ordering companies.

May I sell my cottage food to a wholesaler, broker or distributor?

No. It is not legal for a cottage food operator to sell to a wholesaler, broker or distributor who would then resell the product. Cottage food may only be sold directly to consumers.

May I serve free samples of my cottage food products?

Yes, subject to local health department approval.

May I advertise my cottage food business in the newspaper or at trade shows?

Yes. Advertising is allowed. However, the actual sale must be made in person.

Is it possible to place my cottage food products in a store or restaurant on consignment?

No. Cottage food products may not be sold wholesale or on consignment. Cottage food products may not be sold at grocery stores, restaurants, long-term care facilities, group homes, day care facilities, or schools. The sale must be person-to-person, from the producer or designee to the actual consumer.

• • • • •
• **REMEMBER: You must display your license where** •
• **you sell your cottage food products.** •
• • • • •

Is there a limit to how much I may sell as a cottage food producer?

Yes, there is a yearly gross sales limit of \$25,000. You must maintain records of all sales.

Do I need to have a “Doing Business As” (DBA)?

A DBA may be a requirement of your local municipality or the Secretary of the State depending on how your business is organized. You are advised to check requirements with your municipal officials.

The Secretary of the State, <https://portal.ct.gov/SOTS>, has a business start-up tool that may be helpful in navigating this process.

May nonprofit organizations produce and sell cottage food?

No. Nonprofits do not have a private residential dwelling and, therefore, do not qualify as a cottage food business.

Additional Resources

These resources referenced throughout this guide can support you if you're looking to get started, or get more detail about cottage food laws and regulations.



The Secretary of State's Business Start Up Tool

<http://portal.ct.gov/SOTS>



21CFR101: Food Labeling

<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=101>



21CFR150: Fruit Butters, Jellies, Preserves, and Related Products

<https://www.accessdata.fda.gov/scripts/cdrh/cfdocs/cfcfr/CFRSearch.cfm?CFRPart=150&showFR=1>



Connecticut Water Testing Laboratories

<http://portal.ct.gov/DPH/Drinking-Water/DWS/Certified-Testing-Laboratories>



Updated Cottage Food Information from DCP
(including food safety courses)

www.portal.ct.gov/cottagefood



NSF: The Public Health and Safety Organization

<http://www.nsf.org/>

Contact DCP

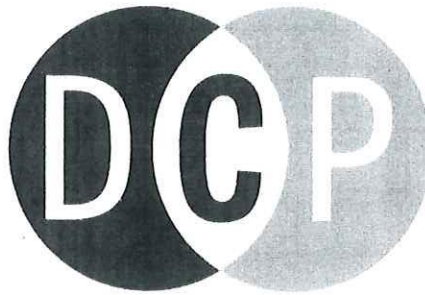
Department of Consumer Protection

Food and Standards Division

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CONNECTICUT DEPARTMENT OF
CONSUMER PROTECTION

www.ct.gov/DCP