

HOME OCCUPATION PERMIT APPLICATION

Village of North Utica • P.O. Box 188 • Utica, IL 61373

Permit No. _____

Phone: (815) 667-4111 • Fax: (815) 667-4679



Applicant Name _____ Applicant Phone Number _____

Full Mailing Address _____

Property Owner Name _____ Phone Number _____

Full Mailing Address _____

Subdivision _____ Lot Size _____ Parcel # (Tax I.D. #) _____

Current Zoning Classification _____ Number of Employees _____

Specifically state the proposed location and type of use, hours of operation, size and type of any signs, storage of materials, and type of traffic generated. Use additional sheets of paper if necessary:

Standards for Approval:

A permit may be issued by the Village Clerk, without need of a public hearing, subject to the conditions summarized below:

1. The proposed use is necessary and/or desirable to provide a service which is in the interest of public convenience and will contribute to the general welfare of the community.
2. The proposed use will not, under the circumstances of the particular use, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity.
3. Sufficient on-site, off-street parking will be provided as required by Chapter 11 of the Zoning Ordinance (Off-Street Parking and Loading).
4. No noticeable increase in on-street parking will result from the operation, nor will any increased traffic hazard occur as a result of vehicles entering or exiting the premises.
5. The proposed operation shall not involve any retail or wholesale business, except as such may be incidental to the rendering of a personal service.

PERMIT FEES:

- \$25 permit fee
- Make checks payable to "Village of North Utica"
- **A \$100 penalty will be assessed for the operation of home occupations before the permit is issued.**

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General Requirements:

1. A one-person, non-retail business may be permitted by action of the Zoning Enforcement Officer when the establishment and operation of the business is determined not to be of adverse impact upon an adjoining residential use. The types of businesses to be considered for administrative approval include, but are not limited to: architect, accountant, decorator, seamstress, typist, telephone sales, and beautician.
2. Any business not qualified to operate under administrative approval may be permitted as a Special Use by the Village Board upon recommendation of the Planning Commission in accordance with the procedures outlined in Chapter 14 of the Zoning Ordinance. Such Special Use shall only be granted upon a finding that its establishment and operation will not have an adverse effect on adjoining residential use; that sufficient on-site parking will be provided so that no noticeable increase in on-street parking will result, no increased traffic hazard due to entry or exiting of vehicles will result; that delivery vehicles, if any, serving the home occupation will be of the size and type commonly observed on the street of the residential district; and that the occupation involves no retail or wholesale business or manufacture, except as such may be an integral part of, and clearly incidental to, the rendering of a personal or professional service.
3. **The home occupation registration must be completed every two years.**
4. Written notice of the applicant's request will be provided to owners of property adjacent to abutting, or across the road, street, or alley in question. Affected property owners will be given ten (10) days to file comments and/or objections to the requested permit.
5. If affected property owners file no objection within 10 days, and all other conditions are met, a permit to operate will be issued by the Village Clerk. If an affected property owner files an objection, the permit request must be denied. In such an event, the applicant may seek a special use permit as provided in Chapter 14 of the Zoning Ordinance.
6. A home occupation permit is issued to the business owner/operator named on the application and is a non-transferable use.
7. One sign not exceeding a sign area of two square feet per lot and not illuminated may be permitted.
8. Please refer to the North Utica Zoning Ordinance (Chapter 3) for further regulations.

I hereby declare that the information contained with this application is correct and true to the best of my knowledge. I further declare that the buildings and use of the land complies with all provisions of the Zoning Ordinance of the Village of North Utica, Illinois, and that I will comply with any other provisions in applicable ordinances of the Village of North Utica, Illinois.

Applicant Signature _____

Date _____

FOR OFFICE USE ONLY

Date Application Received _____ Reason for Denial _____

Date Fee(s) Received _____ Approved By _____

Initial Insp. _____ Issue Date _____

Permit Issued (Y/N) _____ Final Insp. _____