

## Home Occupation & Home Business Application

| Applicant Information  |   |                           |  |                       |  |
|--|---|---------------------------|--|-----------------------|--|
| Applicant Name (Indiv., Org. or Entity)  |   | Authorized Representative |  | Title                 |  |
| Mailing Address  |   | City                      |  | State                 | Zip Code   |
| E-mail   |   | Phone                     |  | Fax                   |  |
| Landowner Information (if different than Applicant)  |   |                           |  |                       |  |
| Name (Organization or Entity)  |   | Contact Person            |  | Title                 |  |
| Mailing Address  |   | City                      |  | State                 | Zip Code   |
| E-mail   |   | Phone                     |  | Fax                   |  |
| Project or Site Location   |   |                           |  |                       |  |
| Site Address / Location:   |   | Location ID(s):           |  | Plat / CSM / Lot No.: |  |
| Quarter: <input type="checkbox"/> NW <input type="checkbox"/> NE <input type="checkbox"/> SW <input type="checkbox"/> SE   |   | Section:                  |  | Township: N           | Range: E   |
| Legal Description:   |   |                           |  |                       |  |
| Current Zoning:  |   |                           | Current Use:   |                       |  |
| Lot Dimensions: Front:   |   | Side:                     | Rear:  | Side:                 | Lot Area: <input type="checkbox"/> acres or <input type="checkbox"/> square feet |
| Project Information (attach a separate document if needed)   |   |                           |  |                       |  |
| Please check one (1)<br><br><input type="checkbox"/> Home Occupation<br><br><input type="checkbox"/> Home Business   | What room(s) of the home will be used? _____                                    |                           | What is the room size? _____   |                       |  |
|  | What are the hours of operation? _____  |                           | What equipment will be used? _____   |                       |  |
|  | What type of vehicle will be used? _____  |                           | How will restroom facilities be provided? _____  |                       |  |
|  | Will there be signage? <input type="checkbox"/> Yes <input type="checkbox"/> No |                           | If yes, it may be no more than four (4) square feet.<br>Where is the sign located? _____ |                       |  |
| Fees   |   |                           |  |                       |  |
| <input type="checkbox"/> \$150.00  |   |                           |  |                       |  |
| Certification & Permission   |   |                           |  |                       |  |
| <p><b>Certification:</b> I hereby certify that I am the landowner of the property which is the subject of this Application. I certify that the information contained in this form and attachments is true and accurate. I understand that failure to comply with any or all the provisions of the ordinances and/or permit may result in notices, fines/forfeitures, stop work orders, permit revocation, and cease &amp; desist orders.</p> <p><b>Permission:</b> As the landowner of the property, I hereby give the permit authority permission to enter and inspect the property to evaluate this application, determine compliance with the ordinances, and to perform corrective actions after issuing proper notice to the landowner.</p> |   |                           |  |                       |  |
| Applicant Signature  |   |                           |  | Date                  |  |
| Landowner Signature (required)   |   |                           |  | Date                  |  |
| OFFICE USE ONLY  |   |                           |  |                       | Inspections:   |
| Date Complete<br>Application Received:   |   | Fee Received: \$          | Date Approved:   |                       |  |
|  |   | Receipt No.:              |  |                       |  |
|  |   | Permit No.:               |  |                       |  |

## Home Occupation Standards:

**Use:** A home occupation or activity shall be clearly incidental and subordinate to the use of the premises as a dwelling and shall be carried on wholly within the residential dwelling by a member of the family residing on the premises.

**Operator:** No person other than members of the family residing on the premises shall be engaged in such an occupation.

**Size:** The total area used for the home occupation shall take up no more than twenty-five percent (25%) of the habitable dwelling area.

**Dwelling Alteration:** No internal or external alterations or special construction of the premises are involved, including the creation of a separate or exclusive business entrance, and there shall be no other exterior indication that a home occupation exists, except as provided in this section.

**Nuisance:** No equipment shall be used that creates offensive noise, vibration, sound, smoke, dust, odors, heat, glare, X-rays or electrical disturbance to radio or television transmission in the area that would exceed what is normally produced by a dwelling unit in a residential zoning district.

**Customers:** No generation of substantial volumes of vehicular or pedestrian traffic or parking demand is created. Visitors in conjunction with the home occupation (clients, pupils, salespersons, etc.) will be limited to no more than two (2) visitors at one (1) time.

**Vehicles:** No more than one (1) vehicle shall be used in connection with a home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional passenger transportation (i.e., passenger automobiles or vans and pickup trucks).

**Storage & Display:** No outdoor display or storage of materials, goods, supplies, or equipment shall be allowed.

**Signage:** A home occupation use shall be limited to one (1) non-illuminated wall sign that does not exceed four (4) square feet in area.

**Sales:** Sale and/or rental of product is permitted on an appointment basis only.

**Restrooms:** If customers or employees are present or expected, then restroom facilities that meet all Village and state building codes shall be provided.

**Parking.** Off-street parking shall be available for customers and employees.

## Home Business Standards:

**Use:** A home business or activity shall be clearly incidental and subordinate to the use of the premises as a dwelling. It shall be carried on wholly within an enclosed structure by a member of the family residing on the premises.

**Operator:** Only one (1) person may be employed on the site in connection with the home business who is not an actual resident of the dwelling unit.

**Size:** The total area used for the home occupation shall take up no more than twenty-five percent (25%) of the dwelling area (including the attached garage) or be located in a permitted accessory building.

**Dwelling Alteration:** No internal or external alterations or special construction of the premises are involved, including the creation of a separate or exclusive business entrance, and there shall be no other exterior indication that a home business exists, except as provided in this section.

**Nuisance:** No equipment shall be used which creates offensive noise, vibration, sound, smoke, dust, odors, heat, glare, X-rays or electrical disturbance to radio or television transmission in the area that would exceed what is normally produced by a dwelling unit in a residential area.

**Customers:** No generation of substantial volumes of vehicular or pedestrian traffic or parking demand is created. Visitors in conjunction with the home occupation (clients, pupils, salespersons, etc.) will be limited to no more than two (2) visitors at one (1) time.

**Vehicles:** No more than one (1) vehicle shall be used in connection with a home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional passenger transportation (i.e., passenger automobiles or vans and pickup trucks).

**Storage & Display:** No outdoor display or storage of materials, goods, supplies, or equipment shall be allowed.

**Signage:** A home occupation use shall be limited to one (1) non-illuminated wall sign that does not exceed four (4) square feet in area.

**Sales:** Sale and/or rental of product is permitted on an appointment basis only.

**Restrooms:** If customers or employees are present or expected, then restroom facilities that meet all Village and state building codes shall be provided.

**Parking:** Off-street parking shall be available for customers and employees.