

Mapleton, Illinois

8524 W. Main, P.O. Box 108
Mapleton, IL 61547
309-697-0137



HOME OCCUPATION PERMIT APPLICATION FORM

Final Inspection Date _____

Permit Issued (Office Use Only) _____

VILLAGE OF MAPLETON
8524 W. Main St.
Mapleton, IL 61547
309-697-0137

This application will not be accepted unless all required information is completed.

HOME OCCUPATION SITE:

Address: _____

Tax Information: _____ Own Lease

If applicant leases the location, owner must authorize this application.

HOMEOWNER'S NAME:

Full name(s): _____

Address: _____

Phone Number: _____ Work Number: _____

HOME OCCUPATION USE:

Full Name of Business: _____

Type of Business: _____ Business Phone: _____

Days and Hours of Operation: _____

Number of persons, including Applicant, working on site of home occupation: _____

LIST NAMES OF PERSON(S) WORKING ON SITE:

- 1. Full Name: _____
Address: _____
Phone Number: _____ Work Number: _____
Relationship to Applicant: _____
- 2. Full Name: _____
Address: _____
Phone Number: _____ Work Number: _____
Relationship to Applicant: _____

Describe anticipated deliveries (number per week, type of delivery vehicle, etc.)

Will there be a vehicle used in connection with the home occupation use? Yes No

Estimated number of visitors per day associated with home occupation use: _____

Date of Inspection: _____

Present zoning of property: _____

Estimated Start Date: _____

Property Lot Size: _____ (ft by ft)

Total Square Footage of Area: _____ (ft by ft)

YOU MUST CALL MAPLETON ZONING DEPARTMENT FOR FINAL INSPECTION DATE.

I, undersign, hereby request the Village of Mapleton grant a Home Occupation permit as provided by Article IX: Home Occupations, Zoning Ordinance for the Village of Mapleton, as amended to date.

HOMEOWNER: _____
Signature Date

PRINT NAME: _____

APPLICANT: _____
Signature PRINT

NAME: _____

PRINT NAME: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE:

Received by: _____

Date: _____

Inspector Signature: _____

Date: _____

Title: _____

Zoning Signature: _____

Date: _____

Title: _____

PERMIT APPROVED: _____

PERMIT NUMBER: _____

ARTICLE IX. – HOME OCCUPATIONS

Sec. 5-53. – Purpose statement.

The purpose of this section is to allow home occupations that are compatible with the residential districts in which they are located.

Sec. 5-54. – Permit required.

a. Except as provided below, no person shall conduct a home occupation in a residence or on a residential lot without having first received a permit to do so from the zoning chair. The following occupations shall not require any permit, but shall be subject to requirements governing home occupations,

- (1) Computer operation/Internet business
- (2) Instruction in music limited to no more than four students at one time. No music instruments may be amplified.
- (3) Sewing machine operation
- (4) Telephone operation
- (5) Typing
- (6) Writing

Sec. 5-55. – General requirements and standards.

All home occupations shall comply with each and every one of the following standards and requirements:

a. The entrepreneur of every home occupation shall reside in the dwelling unit in which the business operates.

b. All home occupation use activity conducted at the site of the home occupation shall be conducted entirely within a completely enclosed dwelling unit or garage (detached or attached).

Use of garage (detached or attached) or other building or structure accessory to the principal building on the zoning lot for any home occupation may be permitted subject to the following:

1. Auto and engine related occupations shall not be permitted.
2. Construction businesses or landscaping businesses that provide the on-site storage of goods and materials to be used in operation of the business shall not be permitted.

c. The home occupation shall not interfere with the delivery of utilities or other services to the area.

d. The activity should not generate any noise, vibrations, smoke, dust, odors, heat, glare or interference with radio or television transmission in the area that would exceed that normally produced by a dwelling unit and/or garage in a zoning district used solely for residential purposes.

e. No toxic, explosive, flammable, radioactive or other hazardous materials as defined by IFC—2009, as adopted by the Village of Mapleton shall be used, sold or stored on the site.

f. There shall be no alteration of the residential appearance of the premises, including the creation of a separate or exclusive business entrance(s) or placement of a sign.

g. No more than one vehicle shall be used in connection with home occupation use. The home occupation vehicle must be of a type ordinarily used for conventional private passenger transportation, i.e., passenger automobile, or vans and pickup trucks not exceeding a payload capacity of two (2) tons.

Further, the home occupation vehicle shall not, pursuant to the Illinois Vehicle Code, require more than a Class B license or be a vehicle included in the definition of a Second Division Vehicle by said Code (“Those vehicles which are designed for carrying more than 10 persons, those designed or used for living quarters and those vehicles which are designed for pulling or carrying property, freight or cargo, those motor vehicles of the First Division remodeled for use and used as motor vehicles of the First Division used and registered as school buses.”)

Home occupation vehicles are required to comply with all applicable residential parking requirements.

h. No visitors in conjunction with the home occupation (clients, patrons, pupils, sales persons, etc.) shall be permitted between the hours of 10:00 p.m. and 6:00 a.m.

i. No outdoor display or storage of materials, goods, supplies or equipment shall be allowed.

j. There shall be no advertising, signs, display or other indications of a home occupation in the yard, on the exterior, or visible from, the dwelling unit and/or garage.

k. Direct sales and/or rentals of products off display shelves or racks is not permitted, although a person may pick up an order previously made by telephone or at a sales meeting.

l. No person may be employed on the site in connection with the home occupation who is not an actual resident of the dwelling unit.

m. Deliveries from commercial suppliers shall not be made by any vehicle that exceeds a gross weight in pounds for vehicle and maximum load of 4,000 pounds. Deliveries shall not restrict traffic circulation and must occur between 9:00 a.m. and 5:00 p.m. Monday through Friday.

n. Visitors in conjunction with the home occupation (clients, pupils, sales persons, etc.) will be limited to no more than 15 during a 24-hour period.

o. No more than one home occupation shall be permitted, per property, within any individual dwelling unit and/or garage.

[Sec. 5-56. – Procedure for application and issuance.](#)

a. Application for a home occupation permit shall be made to the zoning chair on a form provided by the Village. The zoning chair will make a decision and notify the applicant in writing within 15 calendar days of the date the application is received.

b. In cases where the zoning chair determines that the proposed home occupation will violate any of the provisions of this ordinance, the application will be denied.

c. All home occupation permits shall be valid for a period of three (3) years from the initial date of approval unless sooner revoked.

d. A home occupation permit issued to one person shall not be transferable to any other person, nor shall that permit be valid at any address or home occupation other than the one appearing on the permit.

e. Home occupation applicants and permit holders shall permit a reasonable inspection of the premises by the zoning chair or his or her designee to determine compliance with this section.

Sec. 5-57. – Existing home occupations.

a. Home occupation uses established legally prior to the enactment of this comprehensive amendment may be continued as a legal nonconforming use. Only home occupations which received a home occupation permit under the prior ordinances regulating home occupations shall be viewed as legal prior to the adoption of this comprehensive amendment.

b. No person shall conduct or engage in a home occupation without having been issued a permit to do so under this section. The nonconforming use provisions of this ordinance shall not apply to home occupations.

Sec. 5-58. – Revocation.

The zoning chair may revoke a permit upon giving the owner and any interested persons who applied for the use at least ten (10) days' written notice of the grounds for revocation and the opportunity for an appeal before the Village Board, at which time they may present evidence bearing upon the question and cross examination of witnesses. The grounds for which a permit may be revoked are:

a. The owner or interested person applying for the use has knowingly furnished false or misleading information or withheld relevant information on any application for any use or knowingly suffered or caused another to furnish or withhold such information on his or her behalf.

b. The owner, his or her agent, employee, officer, tenant, licensee or occupant has violated any of the provisions of the zoning ordinance or the standards required to obtain the permit, or that the property no longer complies with the standards necessary to obtain a permit; provided, however, that the zoning chair shall give at least seven (7) days' prior written notice to the owner of the alleged violation or manner in which the property no longer complies with the standards with the opportunity to correct the problem during said time.

Sec. 5-59. – Appeals.

Appeals from any decision of the zoning chair concerning the granting or revocation of a use with administrative approval shall be to the Village Board. The Board shall apply the foregoing standards and requirements in reviewing a decision of the zoning chair. Filing of an appeal from the decision of the zoning chair to revoke a permit will stay his or her decision pending the decision of the Village Board.