



# Application for Home Occupation Permit

# HOME OCCUPATION

**TYPE A**

**TYPE B**

**TYPE C**

**TYPE A** – There is no fee to apply for a Home Occupation Permit Type A.

**TYPE B** – Type B Home Occupation permits also require a Certificate of Occupancy, and therefore a \$50.00 application fee must be submitted prior to receiving the permit. The application for the Home Occupation Permit also serves as the application for the Certificate of Occupancy, so no additional application needs to be submitted.

**TYPE C** – Type C Home Occupation permits require a Certificate of Occupancy and approval of a Conditional Use Permit. The fee of \$50.00 for the Certificate of Occupancy will be waived. However, the applicant is required to submit an application for the Conditional Use Permit and submit a fee of \$150.00 in addition to submitting an application for the Home Occupation Permit.

See Section V-12, Home Occupation, of the Urbana Zoning Ordinance for criteria that determines which type of home occupation you will need. For more information about Home Occupations please call (217) 384-2440.

### DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Request Filed \_\_\_\_\_ Reviewed By \_\_\_\_\_

Fee Paid - Check No. \_\_\_\_\_ Amount \_\_\_\_\_ Date \_\_\_\_\_

### PLEASE PRINT OR TYPE THE FOLLOWING INFORMATION

#### 1. APPLICANT CONTACT INFORMATION

Name of Applicant(s):

Phone:

Address (*street/city/state/zip code*):

Email Address:

Property interest of Applicant(s) (*Owner, Contract Buyer, etc.*):

#### 2. OWNER INFORMATION

Name of Owner(s):

Phone:

Address (*street/city/state/zip code*):

Email Address:

Is this property owned by a Land Trust?  Yes  No

*If yes, please attach a list of all individuals holding an interest in said Trust.*

### **3. PROPERTY INFORMATION**

Name of Home Occupation:

Location of Site for Proposed Home Occupation Permit:

PIN # of Location:

Lot Size:

Current Zoning Designation:

Current Land Use (*vacant, residence, grocery, factory, etc:*

Proposed Land Use:

Present Comprehensive Plan Designation:

How does this request conform to the Comprehensive Plan?

Legal Description (*If additional space is needed, please submit on separate sheet of paper*):

- 4. DETAILED DESCRIPTION OF HOME OCCUPATION PROPOSAL AND ASSOCIATED ACTIVITIES.** Please provide details such as type of business, operating hours, number of employees, vehicles used by business, number of deliveries and customers per day, parking provided, and other information about how the business fits the criteria of the attached ordinance.

**-----PROPERTY OWNER'S ACKNOWLEDGEMENT OF HOME OCCUPATION-----**  
*(If applicant is not the owner)*

I hereby expressly acknowledge that I have read and fully understand the requirements and limitations of the Urbana Zoning Ordinance, Section V-12, Regulation of Home Occupation contained herein and agree to allow the applicant to conduct the following Home Occupation as a tenant at the specified location in accordance with the provisions of said Ordinance.

\_\_\_\_\_  
Signature of Property Owner

**CERTIFICATION BY THE APPLICANT**

I certify all the information contained in this application form or any attachment(s), document(s) or plan(s) submitted herewith are true to the best of my knowledge and belief, and that I am either the property owner or authorized to make this application on the owner's behalf. I agree to abide by the regulations stated in the Urbana Zoning Ordinance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

***NOTE: If additional space is needed to accurately answer any question, please attach extra pages to the application.***

**PLEASE RETURN THIS FORM ONCE COMPLETED TO:**

City of Urbana  
Community Development Department Services  
Planning Division  
400 South Vine Street, Urbana, IL 61801  
Phone: (217) 384-2440  
Fax: (217) 384-2367



# Home Occupation Permit

# HOME OCCUPATION

(Office Use Only below this line)

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1. Name of Home Occupation \_\_\_\_\_
2. Location \_\_\_\_\_
3. PIN # of Location \_\_\_\_\_
4. Name of Applicant(s) \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_

After careful review of this application and the applicant's attached letter I hereby determine and approve the specified Home Occupation at the address listed above under the terms of Urbana Zoning Ordinance Section V-12, Regulation of Home Occupation Paragraph \_\_\_\_\_. Should the applicant exceed the limitations set forth in the Home Occupation Ordinance or violate other City of Urbana codes or Ordinances I reserve the right to revoke this Home Occupation approval.

\_\_\_\_\_  
Zoning Administrator

\_\_\_\_\_  
Date