

Zoning Application Customary Home Occupations

Commentary: This document has been created by the Lake County Planning, Building and Development Department as a tool to guide the applicant(s) through the application procedures for customary home occupations. Within 30 days of receipt of a complete written application for a customary home occupation and the required fee¹, staff will:

- Review and evaluate the application taking into account the standards found in Chapter 151: Unified Development Ordinance of the Lake County Code (UDO). (<http://lakecountyiil.gov/2051/Unified-Development-Ordinance>)
- Render an approval, an approval with conditions, or a denial of the application. In the event of a denial of the application, staff will inform the applicant of reason(s) for the denial.

Required Information:

1. Property Ownership Information

Name: _____

Address: _____

Telephone # () _____

2. Applicant Information

Name: _____

Address: _____

Telephone # () _____

Contact person: _____

3. Property Information

¹ Please refer to the current "Land Development Fee Schedule", accessible online at <http://lakecountyiil.gov/DocumentCenter/Home/View/2693> for the current fee charged for this service. Please make checks payable to "Lake County Treasurer".

Property Index Number(s): _____ Township: _____

Zoning: _____

Existing Land Use: _____

4. Site Plan

Site Plan must show:

- Portion of the residence that will be used for the home occupation
- Amount of square footage devoted to the home occupation
- Any occupation-related storage areas
- Floor plan showing the location of the equipment used
- Any other items used or stored in conjunction with the home occupation

5. Detailed Narrative of the Proposed Home Occupation:

(Please submit all relevant documents)

6. List of Employees, their Relationship to the Operator, and their Home Addresses:

7. List all equipment to be used in the Home Occupation (attach a separate sheet if necessary)

Item Used	Number of hours per day	Frequency (daily, weekly, etc.)
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		

8. Additional Comments:

Owner's Signature

Date

FOR OFFICE USE ONLY:

Date of Submission _____ Name of Reviewer _____

Comments: _____

This Application meets _____ fails to meet _____ the standards for a Customary Home Occupation.

AFFIDAVIT

I/WE _____
of _____ Township the Lake County, being first duly sworn on
oath, state as follows:

I/WE are the owner/owners of the following real estate for the past _____ years.

(Describe property)

In consideration of a Zoning Approval being issued by the Lake County Planning,
Building and Development Department for the following home occupation:

I/WE have read and fully understand standards contained in the "Customary Home
Occupations" section of the UDO (151.113(E)) regarding Home Occupations.

- (1) I/WE hereby certify and swear that the home occupation shall not consist of any of the following uses: Vehicle and Large Equipment Storage/Repair; Dispatch Centers; Animal Care or Boarding Facilities; Barber Shops,; Food Service Businesses (not including cottage food operations); or Medical or Dental Offices and that no barber shops, beauty shops and/or nail salons will be established unless the property is served by a community sewer system.
- (2) I/WE hereby certify and swear that the occupation shall occupy less than 50 percent of the floor area of the principal dwelling unit; that the home occupation remains subordinate to the allowed principal dwelling unit; and that the residential viability of the dwelling unit shall be maintained.
- (3) I/WE hereby certify and swear that a maximum of two (2) persons other than members of the immediate family residing in the dwelling may be employed in the dwelling unit at any given time.
- (4) I/WE hereby certify and swear that the operator of the home occupation shall be a full-time resident of the dwelling unit.
- (5) I/WE hereby certify and swear that no signs shall be displayed or posted.
- (6) I/WE hereby certify and swear that all activities and storage areas associated with home occupations shall be conducted and located inside the principal dwelling unit, not in detached buildings or garages.

- (7) I/WE hereby certify and swear that there will be no visible evidence of the conduct of the home occupation when viewed from the street right-of-way or from an adjacent lot. There shall be no change in the exterior appearance of the dwelling unit that houses the home occupation or the site upon which it is conducted that will make the dwelling appear less residential in nature or function. (Examples of such prohibited alterations include construction of parking lots, paving of required setbacks, or adding commercial-like exterior lighting)
- (8) I/WE hereby certify and swear that customers shall visit the site only during the hours of 8 a.m. to 8 p.m., and no more than 6 clients or customers shall visit the site in any single day.
- (9) I/We hereby certify and swear that no home occupation or equipment used in conjunction with the home occupation shall cause odor, vibration, noise, electrical interference or fluctuation in voltage that is perceptible beyond the lot line of the lot upon which the home occupation is conducted. No hazardous substances shall be used or stored in conjunction with the home occupation.
- (10) I/We hereby certify and swear that deliveries or pick-ups of supplies or products associated with the home occupation shall take place only between the hours of 8 a.m. and 8 p.m. Vehicles used for delivery and pick-up are limited to those normally servicing residential neighborhoods.
- (11) I/We hereby certify and swear that no stock-in-trade shall be produced upon the premises with the exception of the following:
 - The hand-assembly or hand-crafting of arts and crafts (may include kiln-firing of hand-wrought or hand-painted ceramics)
 - The hand-wrapping or finishing of gift baskets, variety packs, or other similar multi-content stock, wherein the component items have been manufactured elsewhere.
- (12) I/WE hereby certify and swear that no stock-in-trade shall be sold upon the premises with the exception of the following:
 - The trans-shipment or pre-arranged pick-up of items specifically pre-ordered or pre-purchased by the customer, with the exception of vehicles and large equipment (prohibited)
 - The direct shipment of items to a customer that were specifically pre-ordered or pre-purchased by the customer.
- (13) I/We understand that there shall be no limit on the number of home occupations, provided that the home occupations in cumulative total comply with the standards of Section 151.113(E) of the UDO.

ADDITIONAL STANDARDS FOR BEDS & BREAKFASTS (if applicable):

- (14) I/We hereby certify and swear that no more than 5 bedrooms or guest rooms shall be rented per night.
- (15) I/We hereby understand that Health Department approval shall be required.
- (16) I/We hereby understand that an approval and inspection by the Lake County Planning, Building and Development Department shall be required.
- (17) I/WE hereby certify and swear that no more than one (1) sign with a maximum area of one (1) square foot shall be displayed or posted.
- (18) I/WE hereby certify and swear that occupancy by any guest shall not exceed 7 consecutive days. A permanent register shall be maintained to show the names and signatures of all guests.
- (19) I/WE hereby certify and swear that the bed and breakfast will comply with the requirements of the Illinois Bed and Breakfast Act (50 ILCS 820/1 et seq.)

ADDITIONAL STANDARDS FOR COTTAGE FOOD OPERATIONS (if applicable):

- (20) Cottage Food Operations, which permits production of certain food items in the kitchen of a person's primary residence for sale exclusively at farmers' markets, shall be allowed as a home occupation.
- (21) Cottage Food Operations shall be subject to the home occupation provisions stated above. The operator must annually submit an Application for Cottage Food Operation registration form to the Lake County Health Department.

I/WE further understand that the Lake County Planning, Building and Development Department may conduct site visits to ensure that none of the above standards have been violated. In the event any such standard has been violated, I/WE understand that the Department shall issue a notice of violation, and has the authority to order that the operation cease immediately.

Signed: _____

Address: _____

Dated: _____

Subscribed and Sworn to before me
This _____ day of _____, 20____

Notary Public