

THE VILLAGE OF
FRANKLIN PARK

9500 Belmont Avenue · Franklin Park, Illinois 60131 (847) 671-8245, FAX # (847) 671-8790

HOME OCCUPATION INFORMATION

VILLAGE of FRANKLIN PARK
9500 BELMONT AVENUE
FRANKLIN PARK, ILLINOIS 60131
(847) 671-8245

HOME OCCUPATION is any use carried on by a member of the immediate family residing on the premises, and meeting all of the requirements hereinafter listed:

- A. Is operated in its entirety within the residence and only by the person or persons maintaining a dwelling therein;**
- B. Does not have a separate entrance from the outside the building;**
- C. Does not display or create outside the building any external evidence of the operation of the home occupation;**
- D. Does not utilize more than twenty percent (20%) of the gross floor area of the dwelling unit, not to exceed three hundred (300) square feet in area;**
- E. Does not have any employees or regular assistants not residing in the dwelling unit;**
- F. Does not utilize mechanical or electrical equipment other than the type normally found in the single-dwelling unit;**
- G. Does not involve the sale of commodities upon the premises.**

Signature of Applicant:

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Track # _____
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Home Business Application

I, _____ wish to
operate a business from my home at _____

Type of Business: _____

Phone: hm# _____

_____ wk# _____

And agree to the following:

Location of Business: (example: basement, garage, etc) _____

Will deliveries come to home? yes no

How? (example: FedEx, Mail, UPS, Truck) _____

Will customers come to your home? yes no If yes how many? _____

What will be days and hours of operation? _____

Will any special equipment be used? yes no (Note: if yes list on line below)

Will any employees other than yourself come to the home? yes, how many?__ no

PLEASE DESCRIBE WHAT YOU WILL BE DOING IN YOUR BUSINESS:

(Attach additional sheets if necessary)

Signature of Applicant _____

Print Name _____

Date _____

Daytime Telephone # _____

Evening Telephone # _____

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FOR OFFICE USE ONLY

Zoning District and Comments:

APPROVED: _____

Zoning Administrator

Date

cc: Clerk's Office

Village of Franklin Park

9500 Belmont Avenue, Franklin Park, Illinois 60131

Building: PHONE (847)671-8245 FAX: (847)671-8790

Zoning: PHONE (847)671-8276 FAX: (847)671-8790



Home Occupation Acknowledgment

Section 9-4-8 HOME OCCUPATIONS of the Village of Franklin Park Zoning Code

A. Intent And Purpose:

1. It is recognized that certain limited home occupational uses can be useful to the general community as well as the residential land user. Such occupational uses are allowed on the basis that such uses are:
 - a. Incidental to the residential use of the property; and
 - b. Compatible with the residential use of the property on which they occur, with neighboring residentially used or zoned properties, and with the residential use of the zoning district in which they occur.
2. To this extent, certain restricted occupational uses are permitted within dwellings in residence districts subject to the procedures and restrictions of this section. Only such uses will be allowed which:
 - a. Are incidental to the residential use of the zoning lot;
 - b. Are compatible with the residential uses;
 - c. Are limited in extent; and
 - d. Do not detract from the residential character of the neighborhood.

B. Definitions:

HOME OCCUPATION: Any gainful occupation or profession performed in whole or in part as an accessory use upon a residentially zoned and used zoning lot and engaged in by an occupant of a dwelling unit thereon.

HOME OCCUPATION PERMIT: A written agreement between the village of Franklin Park and a resident who wishes to establish a home occupation at her or his residence. Such a permit shall establish the extent and duration of the home occupation in addition to allowing the home occupation as a nonintrusive exception to the strictly residential character of dwellings within residence districts. The home occupation permit may establish conditions of approval and procedures for revocation and renewal.

HOME OFFICE OF CONVENIENCE: A quasi-office use within a dwelling in which:

1. A resident conducts no business other than by mail, phone or similar electronic transmission;
2. No equipment is utilized other than that typically found within a dwelling or an office;
3. No persons are involved as customers, clients, patrons or employees within the dwelling who are not residents thereof; and
4. Functions are limited to sending and receiving mail and telephone calls, maintaining records, word processing, data manipulation and other similar functions.

C. General Conditions: A permitted home occupation is subject to the following general conditions:

1. Operation Within Unit: A home occupation shall be operated entirely within a dwelling unit or a detached or attached garage accessory to this dwelling unit.
2. Entrance: A home occupation shall not have a separate entrance from outside the building, or otherwise involve an alteration in the residential appearance of any structure upon the property.
3. External Evidence: A home occupation shall not display or create outside the building any external evidence of its operation. A home occupation shall not display any sign or advertisement visible from outside of the dwelling unit.
4. Vehicles Or Equipment Displaying Occupation: Any vehicle or equipment having the business name of the home occupation visible on it shall not be parked upon any right of way within a residence district, unless such vehicle or equipment is being utilized in the provision of services to a customer of the home occupation at the customer's location. No vehicle or equipment having the business name of the home occupation visible on it shall be parked on the zoning lot associated with the home occupation in such a manner that the vehicle or equipment is visible from off of the zoning lot.
5. Floor Area: A home occupation shall not utilize more than the lesser of:
 - a. Twenty percent (20%) of the gross floor area of the habitable area of the dwelling unit; or
 - b. Three hundred (300) square feet.
6. Employees: A home occupation shall not have any employees or regular assistants not residing in the dwelling unit whose duties require their presence or assembling upon the residentially zoned property or within the residence district in the dwelling's vicinity.
7. Performance Standards: A home occupation shall not utilize mechanical or electrical equipment other than the type normally found in a dwelling unit or associated with domestic or hobby purposes. Electrical or mechanical equipment that creates visible or audible interference in radio or television receivers or causes fluctuation in line voltage outside the dwelling unit or that creates noise not normally associated with residential uses is prohibited. The home occupation shall produce no offensive noise, vibration, smoke, electrical interference, dust or other particulate matter, odors, heat, humidity or glare detectable to normal sensory perception beyond the property lines, or beyond the walls of the dwelling unit if the unit is part of a multi-family structure. The judgment of the zoning



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administrator shall be considered decisive and final in this matter unless formally appealed to the zoning board of appeals within forty five (45) days of the zoning administrator's written determination. No toxic, explosive, flammable, combustible, corrosive, etiologic or radioactive materials, or materials which decompose by detonation shall be stored or used in connection with a home occupation.

8. Sales And Displays; Sales Parties: A home occupation shall not involve the sale of commodities or goods upon the premises. Merchandise shall not be displayed or offered for sale either within or outside of the residence. Sales parties, however, may be held on the premises subject to the following restrictions:

- a. The operator of the home occupation has served the division of zoning administration with notice of the sales party; and
- b. Such sales parties are held not more than twelve (12) times a year, nor more than three (3) times within any calendar month.

9. Services; Number Of Persons Present: A home occupation shall not provide services to more than three (3) persons present on the property at any given time, and no more than ten (10) such persons daily. In a home occupation in which classes are held or instruction is given, however, the zoning administrator may approve the presence of up to six (6) students in the home at given time if she or he finds that the additional students will not generate additional motor vehicle traffic.

10. Hours: No operation of a home occupation involving visitors or customers shall be conducted between the hours of ten o'clock (10:00) P.M. and eight o'clock (8:00) A.M., other than the provision of allowable baby sitting or daycare services which may commence at six thirty o'clock (6:30) A.M., unless otherwise regulated by the grant of a conditional use.

11. Parking: A home occupation shall not displace or impede use of parking spaces required by this zoning title, nor shall the use of space within a garage other than for vehicle parking in conjunction with the home occupation, render the garage unusable for provision of parking spaces required by this zoning title.

12. Visitors, Customers Or Deliveries: Visitors, customers or deliveries shall not exceed that normally and reasonably occurring for a residence. The home occupation shall not generate greater traffic volumes or have a greater impact upon availability of parking than would normally be expected from residential uses in a residential neighborhood. The judgment of the zoning administrator shall be considered decisive and final in this matter unless formally appealed to the plan commission/zoning board of appeals within forty five (45) days of the zoning administrator's written determination.

13. Advertising: No advertisement for the home occupation shall be placed containing the address of the property.

14. Exterior Storage: A home occupation shall not involve the exterior storage of materials, supplies or equipment used in conjunction thereof. No waste resulting from any off site operation of a home occupation shall be stored in any manner on the zoning lot associated with the home occupation or upon any right of way within a residence district.

15. Delivery Vehicles; Size: A home occupation shall not involve deliveries either to it or from it with vehicles larger than a one ton truck.

16. Number Of Deliveries; Hours: Deliveries shall not exceed one per week and shall only occur between the hours of eight o'clock (8:00) A.M. and five o'clock (5:00) P.M.

D. Permit For Home Occupation:

1. Required: Unless specifically excepted by this section, no person shall operate a home occupation without first having obtained a home occupation permit.

2. Application For Permit; Contents: An application for a home occupation permit shall be made upon a form provided by the zoning administrator, on which the applicant shall state:

- a. The location of the proposed home occupation;
- b. The name or names of the designated permittee;
- c. The type or types of occupation for which the permit is applied, specifying all services provided and activities in which the permittee or his/her designee will engage in performance of the home occupation;
- d. The types and amounts of supplies used in conjunction with the home occupation and the types of equipment used in conjunction with the home occupation which will be present on the residential property;
- e. Projections of the number of persons not living within the dwelling unit who, owing to the establishment of the home occupation, will come to the residential property or any residentially zoned area in its immediate vicinity and the frequency of such visits;
- f. The square footage and its location on the zoning lot which is proposed to be devoted to the home occupation;
- g. Any other information which the zoning administrator may, at her/his discretion, require.

3. Conditions: The home occupation permit may establish conditions of approval and procedures for revocation and renewal.

4. Fees; Inspections: The village board may establish fees for the issuance of home occupation permits or for the performance of inspections relative to their issuance.

5. Expiration; Reissuance: Home occupation permits shall expire April 30 of each year. The zoning administrator may reissue permits upon application.

6. Inspections: The zoning administrator shall not issue a home occupation permit unless an inspection has been made of the property on which it shall be operating. In addition, the zoning administrator or her/his designee, shall have the right at any time, upon reasonable request, to enter and inspect a property and the structures thereon, which are the subject of a home occupation permit. In the event the operator of a home occupation has reapplied for a home occupation permit no more than sixty (60) days after the expiration of the prior home occupation permit, the zoning administrator may find that the inspection requirement has been met by a previous inspection if there is no record of complaints relative to the operation of the home occupation.



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- 7. Application To Other Agencies: The zoning administrator shall forward a copy of each application for a home occupation permit which he/she receives to the department of health and human services and to the fire prevention bureau.
- 8. Violations; Revocation: A home occupation permittee's violation of any general conditions and/or any specific conditions associated with a home occupation permit is sufficient to cause revocation of the home occupation permit.
- 9. Home Office Of Convenience; Exception: No home occupation permit shall be required if the person engaged in the occupation is exclusively engaged in the operation of a home office of convenience as an employee for an entity, the principal place of business of which is located elsewhere within the state.

E. Nonconforming Existing Home Occupations:

Persons conducting a business from a dwelling within a residence district on the effective date hereof which is rendered nonconforming by this section must obtain a home occupation permit or cease the operation of their home occupation within one hundred eighty (180) days of the effective date hereof or not later than April 30 of the year following the effective date hereof, whichever date comes last. No nonresidential activity in a dwelling within a residence district which was nonconforming prior to the effective date hereof shall be allowed by virtue of this section, unless the operator of the activity obtains a home occupation permit.

F. Prohibited Uses:

The operation of an industrial use typically only permitted in an I-1 or I-2 industrial district or C-M commercial-manufacturing district or any type of automobile or motor vehicle repair service, operation or business as a home occupation is prohibited. (Ord. 9596 VC 27(z10), § 3; Ord. 0506 Z 21, § 2; Ord. 1213 VC 38)

I _____, hereby attest that I have read and understand the Home Occupation Requirements as stated in Section 9-8-4 of the Village of Franklin Park Village Code. I certify that the occupation to be conducted in my home shall comply with the regulations as outlined above. I understand that should I fail to comply with these requirements, the Village of Franklin Park has the right to rescind my Home Occupation Permit.

APPLICANT SIGNATURE _____

Subscribed and sworn to me on this _____ day of _____, 20_____.

Notary Public