



Permit No. \_\_\_\_\_

# HOME OCCUPATION PERMIT APPLICATION

City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE  
200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

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The intent of the Home Occupation Permit is to provide a mechanism for certain home-based businesses to operate within residential zoning districts. A Home Occupation Permit is intended for the operation of a non-retail business offering personal or professional service; medical and dental services are not eligible for a Home Occupation Permit.

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Address or location of property: \_\_\_\_\_

Property Tax ID (PIN) number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_ Fax Number of Applicant: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Owner: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Specifically state the proposed location and type of use, hours of operation, number of employees, size and type of any signs, storage of materials, and type of traffic generated (use additional sheets of paper, if necessary).

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**Determination:** After your application has been submitted and reviewed by the Zoning Administrator, written notice of the request will be provided to all property owners of property, which is adjacent to, abutting, or across the road, street, or alley from the property in question. Notification to affected property owners shall be in the form of a letter and shall specify the nature of



## CITY OF MORRISON, ILLINOIS

### Procedure for Requesting a Home Occupation Permit

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1. The City strongly encourages all petitioners to schedule a pre-application meeting with the Zoning Administrator to discuss the request. The following conditions must be met to obtain a Home Occupation Permit:
  - a. There shall be no change in the outside appearance of the building or premises, no exterior display, no exterior storage of materials and not other exterior indication of the home occupation or variation from the residential character of the principal building. One (1) sign not exceeding one square foot in area, non-illuminated, and mounted flat against the wall of the principal building may be permitted;
  - b. No home occupation shall be conducted in any accessory building;
  - c. No nuisance shall be generated, including but not necessarily limited to offensive noise, vibration, smoke, dust, odors, heat, or glare;
  - d. No parking of trucks or commercial vehicles larger than one and one-half (1½) tons is permitted. Off-street parking shall be in accordance with Section 10 of the Zoning Ordinance;
  - e. The occupation or profession shall not utilize more than twenty percent (20%) of the dwelling unit floor area;
  - f. A certification license shall be obtained prior to operating a business;
  - g. The home occupation must renew a Certificate of Occupancy permit annually. The renewal fee is \$50.
2. The Petitioner must submit a **completed** application to the City along with the \$50 fee for filing the application.
3. No permit shall be issued without having first provided a 10-day period for receiving written comments from affected property owners.
4. No permit shall be issued if written opposition is received from any affected property owner within the 10-day comment period. In the event of written opposition, a Special Use Permit shall be required in accordance with the provisions of Article XII of the Zoning Ordinance.
5. A permit shall be issued by the Zoning Administrator if all the conditions, herein cited, have been met.
6. A Home Occupation Permit is issued to the business owner/operator named on the application and is a non-transferable use.

**Please contact the Zoning Administrator at 772-7657 with questions.**

the business to be operated. The Zoning Administrator will review the application and make a determination based on the following conditions:

- a. The proposed use is necessary and/or desirable to provide a service which is in the interest of public convenience and will contribute to the general welfare of the community; (circle one) Yes / No
- b. The proposed use will not, under the circumstances of the particular use, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity; (circle one) Yes / No
- c. The proposed use will not be injurious to property values in the vicinity; (circle one) Yes / No
- d. That sufficient on-site, off-street parking will be provided as required by Article IX of the Zoning Ordinance; (circle one) Yes / No
- e. That no noticeable increase in on-street parking will result from the operation, nor will any increased traffic hazard occur as a result of vehicles entering or exiting the premises; (circle one) Yes / No
- f. That the proposed operation shall not involve any retail or wholesale business, except as such may be incidental to the rendering of a personal services. (circle one) Yes / No

**Certification:** *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Home Occupation Permit.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

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FOR OFFICE USE ONLY      Case No. \_\_\_\_\_      Fee Paid? Y / N Date: \_\_\_\_\_

Drawing submitted? Y / N Date: \_\_\_\_\_      Documentation of Authority Submitted: \_\_\_\_\_

Date to go before the Planning Commission: \_\_\_\_\_      Commission Action: \_\_\_\_\_

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