



CLINTON COUNTY ZONING DEPARTMENT
850 Fairfax St, Carlyle, IL 62231
Phone: (618) 594-6655
Fax: (618) 594-6006

HOME OCCUPATION APPLICATION

Complete Application, site plan, drawings, and supplemental information are required at the time of submittal.

SITE LOCATION AND INFORMATION:

Site Address: _____ Parcel ID#: _____

APPLICANT & OWNER INFORMATION:

Applicant Name: _____ Email: _____

Mailing Address/State/Zip: _____

Phone #: _____ Other#: _____ Fax#: _____

If the applicant is not the owner, permission from the owner must be provided below.

Property Owner Name: _____ Phone #: _____

Mailing Address/Sate/Zip: _____

Property Owner's Signature: _____ Date: _____

BUSINESS INFORMATION:

Business Name: _____ Business Type: _____

Will the business occur within a dwelling or accessory building? _____

Will customers visit this location? () Yes () No If Yes, how many per day? _____

Will you have a sign in the yard? () Yes () No If Yes, Please identify the location and size.

Will vehicles be used in this business? () Yes () No If Yes, Please identify onsite parking: _____

How many employees will be at the business? _____ Did you apply for a State or Federal business licenses? _____
(If yes, please attach)

SUPPLEMENTARY INFORMATION:

1. Hours & days of operation. _____
2. Name, addresses, and relationship to principal resident of all employees engaged in the business. (Please attach)
3. Site plan of the property showing location of all structures and parking. (Note: Vehicles used in connection with the business must be parked in an enclosed garage).
4. Floor plan of the interior of the dwelling or accessory building show location, room dimensions and square footage of the proposed business use area. (Note: see 40-5-2 (B) Floor Space)
5. **See County Code below for more information:**

40-5-2 HOME OCCUPATION: A "home occupation" means any business, profession, or occupation conducted for gain or support entirely within any dwelling or on any residential premises. No home occupation shall be established or conducted except in conformity with the following regulations:

- (A) **Unrelated Employees.** A home occupation shall employ not more than **one (1)** individual who is unrelated to the family residing on the premises.
- (B) **Floor Space.** In Residential Districts, the total area used for a home occupation shall not exceed **twenty-five percent (25%)** of the gross floor area of the dwelling, or **three hundred (300) square feet**, whichever is less.
- (C) **Dwelling Alterations.** A dwelling shall not be altered to accommodate a home occupation in such a way as to materially change the residential character of the building.
- (D) **Outdoor Storage.** Outdoor (unenclosed) storage on the premises of equipment or materials used in connection with a home occupation is prohibited in Residential Districts.
- (E) **Nuisances.** A home occupation shall not generate any offensive noise, vibration, smoke, dust, odors, heat, glare, or electrical interference noticeable at or beyond the lot lines.
- (F) **Parking.** Every home occupation shall provide **two (2)** off-street parking spaces in addition to the usual requirements for the dwelling (**See Section 40-6-7**). Said parking spaces shall be located on the same lot as the dwelling.
- (G) **Sign.** A home occupation may display only one identification/advertising sign. The area of said sign shall not exceed **six (6) square feet** and shall be fixed to the dwelling and shall be attached to the dwelling.

REVIEW PROCESS:

The proposed home occupation will be reviewed by the Zoning Administrator to ensure that the business will be in compliance with Clinton County Zoning Ordinance. Staff will determine if the proposed home occupation is a permitted use or if will require a hearing.

AMENDMENTS:

Approval of a Home Occupation is valid for the use as submitted. Any future changes of ownership or use of the home occupation that has been approved will require a new application and zoning review.

AUTHORIZED SIGNATURE:

I certify that I reside at the above address for the proposed business and that it is my principal residence. I hereby acknowledge I have received a copy of the zoning regulations for Home Occupations as listed above and will comply with it. I am aware that failure to comply with said requirements would result in revocation of the Home Occupation Permit and/or legal action by Clinton County.

Applicant Signature: _____ Date: _____

Zoning District: _____ **Required Setbacks:** Front – Rear – Side - Center of Rd _____

Height of Structure: _____ **Flowage Easement:** Yes / No _____ **Flood Plain:** Yes / No _____

Health Permit: Yes / No _____ **Corp of Engineer:** Yes / No _____ **EcoCat:** Yes / No _____

APPROVED THIS _____ **DAY OF** _____, _____ **APPROVED BY:** _____

Additional Comments:

