



VILLAGE OF SCHAUMBURG

Community Development Department
SPECIAL USE FOR HOME OCCUPATION
101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

SECTION I: DEVELOPMENT INFORMATION

1. INDEX INFORMATION: (To be completed by Village Staff)

1. BACKGROUND INFORMATION

a. Petitioner:
Address:
City: State: Zip:
Telephone:
(FNumber at which petitioner can be reached during business hours)
Fax Number:
Email Address:
Do you prefer materials to be faxed or emailed?

b. Current Owner of Property:
Address:
City: State: Zip:
Telephone:
Fax Number:
Email Address

c. Owners and Renters: Is your dwelling in a multiple-family planned unit development?
Yes No

If your home is located in a multiple-family residential development, written permission must be given by the homeowners association, condominium association, or management company.

2. HOME OCCUPATION BUSINESS INFORMATION

a. Business Name
b. Type of Home Occupation
c. Describe in detail the business and how it is operated

- d. Will you be storing items in your garage? Yes No
1. Square footage of home _____ square feet
 2. Square footage of garage _____ square feet
 3. Total square footage used in the business _____ square feet
- e. Describe any furniture, equipment, structural alterations, mechanical or electrical features necessary to operate the business in your home _____

- f. Will you be handling food, be involved in the care of animals or humans, or have any potentially hazardous equipment or materials on the premises associated with the business?
 Yes No
 If yes, describe _____

- g. How many persons will be coming to the premises in conjunction with the operation of the home occupation and why will they be coming to the premises. _____

- h. Number of persons employed in the business who live in the home _____
- i. Number of persons employed in the business who do not live in the home _____
- j. Hours of operation _____
- k. If the sale of any good or service takes place on or from the premises, describe what is sold, how and where it is produced, where it is stored, and where, how and to whom it is sold. _____

- l. Is there any other home occupation being conducted on the premises? Yes No
 If yes, give name of business _____
- m. Are you already licensed through the Department of Profession Regulation or another agency? Yes No
 If yes, please specify and provide a copy of the license or license number _____

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this Special Use for a home occupation.

Petitioner: _____
 (Print or type name)

 (Petitioner's Signature)

 (Date)

 (Attest)



**Community Development Department
HOME OCCUPATION ORDINANCE**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

§ 154.65 HOME OCCUPATIONS.

Home occupations shall be permitted as accessory or secondary uses in all residence districts subject to the provisions of this section. The standards for home occupations specified in this section are intended to ensure compatibility with other permitted uses and that the home occupation is conducted in such a manner that it does not change in any way the residential character of the neighborhood or infringe on the rights of abutting and adjoining homeowners and residents. The following standards, combined with the compatibility of the home occupation with surrounding uses, and evidence that the home occupation is clearly incidental and secondary to the residential use of the dwelling shall be used as the criteria for determining whether a proposed accessory use qualifies as a home occupation. Once approved, all home occupations require the attainment of a home occupation business license or other appropriate business license which shall be renewed annually.

(A) Permitted Home Occupations: Home occupations are permitted by the director of planning and his/her designees only in accordance with the following use regulations or as are permitted as a special use:

(1) Accessory And Secondary: The home occupation shall be secondary to the use of the dwelling for residential purposes and, except for daycare homes with eight (8) or fewer children, shall not occupy more than one hundred sixty (160) square feet or twenty five percent (25%) of the total floor area, whichever is less, of the principal structure and garage. No occupational use shall be made of any accessory structure or building other than a garage, whether attached or detached.

(2) Appearance: There shall be no signs, activities or display that will indicate from the exterior that the building is being used, in part, for any purpose other than as a dwelling.

(3) Structural Alterations: There shall be no special internal or external structural alterations or construction features, either permanent or accessory, to the dwelling or garage, nor the installation of special equipment to walls, floors or ceilings, which would change the residential character of the dwelling or garage. Any indoor storage, construction, alterations or electrical or mechanical equipment used shall not change the fire rating of the structure or the fire district in which the structure is located. No separate entrance from the outside of the building shall be added to the residence for the sole use of the home occupation.

(4) No Outdoor Storage: Home occupations and all related activities, including storage, shall be conducted completely within the dwelling or garage by the occupants of the dwelling. Those home occupations involving the care of children may locate outdoor play equipment in the rear yard of the residence.

(5) Receipt Or Delivery Of Merchandise: There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods or equipment by other than a vehicle having a plate classification not higher than "B" or by vehicles typically employed by parcel or letter carriers in residential deliveries. No deliveries by semitractor/trailer trucks are permitted.

(6) Traffic: The home occupation and any related activity shall not create any traffic hazards or nuisances in the public streets nor use more vehicle parking than exists on the residential drive or assigned parking spaces servicing the dwelling unit. The frequency of trips to and from the dwelling

shall be limited to avoid the creation of traffic patterns other than are customary in a residential neighborhood.

(a) All motor vehicles and trailers associated with the home occupation shall comply with sections [154.63](#) and [154.121](#) of this chapter.

(7) Limited Wholesale, Retail And Service: No article can be sold or offered for sale except as may be produced or assembled on the premises. All other sales or provision of goods or services must be conducted off premises unless by telephone and no traffic shall be generated from such activities in conflict with subsection (A)(6) of this section. Except for home daycare, distribution of goods or services taking place at the dwelling are prohibited.

(8) Employment: No person shall be employed in the home occupation other than a member of the immediate household residing in the dwelling unit.

(9) Performance Standards: There shall be no noise, odor, dust, vibration, smoke, glare, television or radio interference, electrical interference, fire hazard or any other hazard emanating from the dwelling or garage so as to create a nuisance other than that usually experienced in an average dwelling or garage under normal circumstances wherein no home occupation exists. No home occupation shall involve the use or production of noxious, toxic or harmful materials.

(10) No Manufacturing: Any production on the premises shall not involve the conduct of a manufacturing business typically only permitted in an M-1 or an M-P manufacturing district.

(B) Home Occupations Requiring Special Use Approval: Certain home occupations by their very nature require additional review in the form of a special use permit to ensure the promotion of the public health, safety, comfort and welfare. The following home occupations require special use approval:

(1) Noncompliance With Subsection (A) Of This Section: Any home occupation not complying with all or part of the requirements specified in subsection (A) of this section.

(2) More Than One Home Occupation: Any dwelling or lot containing more than one home occupation.

(3) Handling Of Food: Any home occupation that requires the handling of food or foodstuffs.

(4) Care Or Treatment Of Animals: Any home occupation that requires the care or treatment of animals, including birds, fowl, fish and reptiles.

(5) Care Or Treatment Of Humans: Any home occupation including daycare homes that requires the care or treatment of humans, excluding daycare homes licensed to provide care for a maximum of eight (8) children during all or part of the day. Daycare homes, when licensed to provide care to not more than eight (8) children and which require an assistant caregiver to satisfy the state of Illinois licensing standards for daycare homes, may be permitted to employ one person who does not reside in the dwelling unit, upon approval of a special use in accordance with sections [154.85](#) through [154.88](#) of this chapter.

(6) Inspection Of Home Occupations:

(a) Home occupations in categories as determined necessary by the village board shall be inspected annually, with the exception of daycare homes which shall receive two (2) unannounced inspections per year.

(b) All home occupations are subject to inspection at any time.

(c) All home occupations shall be inspected every three (3) years.

(d) These inspections are to ensure that all of the regulations in this and all other village ordinances are adhered to as a responsibility of receiving a license for such use in a dwelling. Failure to comply with the provisions of this and other codes and ordinances will result in the revocation of the business license and home occupation permit for the home occupation.

(C) Nonconforming Uses: All home occupations which do not comply with the provisions of ordinance 3140, adopted March 28, 1989, shall comply with all such provisions prior to renewal of the business license for the home occupation.

(D) Gun Sales Prohibited: The sale of firearms and/or ammunition as a home occupation is hereby prohibited from single-family or multiple-family dwellings in all residential zoning districts.

(E) Homeowners' Associations: If the proposed home occupation is within the jurisdiction of a homeowners' association, and the homeowners' association has recorded and legally binding rules governing home occupations, an application for home occupation shall not be considered until a letter from an officer of the homeowners' association approving such home occupation is submitted with the home occupation application. If the homeowners' association has recorded and legally binding rules that govern home occupations and deny or do not provide the letter agreeing to the home occupation, the application for home occupation shall not be approved. If there are no legally binding homeowners' association rules governing home occupations, the home occupation application may be considered.

I have read and understand the above referenced Home Occupation Ordinance and agree to comply with all aspects of its contents. I understand that only what is proposed on the application/permit may be done. If any of that information changes, such as size of home occupation, a new permit must be applied for. If I fail to comply with any portion of said Ordinance, I understand that the Village of Schaumburg shall have the authority to immediately revoke my home occupation and/or business license. Further, it is understood that in addition to the above, the Village of Schaumburg may initiate quasi-criminal proceedings which may include penalties of up to \$200.00 per day in fines for each and every day that the violation exists.

Business Name (Printed)

Address (Printed)

Owner's name (Printed)

Owner's Signature

Date

ATTEST:

Planner's Signature



The following instructions are presented to help you in preparing your petition in the most complete form possible for presentation at a public hearing before the Zoning Board of Appeals (ZBA). Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

In preparing the Special Use petition for a Home Occupation, the petitioner should consult the Village Zoning Ordinance to insure conformity with intent and compliance with all regulatory requirements. This can be found on the Village's website "www.villageofschaumburg.org". Questions regarding this document or any requirements contained therein should be directed to the Community Development Department.

The Special Use for Home Occupation process involves a 3-phase procedure which first requires staff review of the petition, followed by a ZBA public hearing and recommendation, and finally Village Board review and approval. The process can be expected to require approximately 6 to 8 weeks from the time of initial application to Village Board adoption of an ordinance authorizing the Special Use.

1. PRE-APPLICATION MEETING.

Although this first step is optional, it is highly recommended that the petitioner schedule a meeting with the Community Development Department to discuss the feasibility of the proposal and to become familiar with Village requirements and procedures.

2. SUBMITTAL OF PETITION.

See attached checklist for submittal requirements.

3. STAFF REVIEW.

Upon receipt of the Special Use for Home Occupation petition as required herein, the proposal will be reviewed by the Village Project Review Group (PRG); an interdepartmental staff reviewing body coordinated by the Community Development Department, but consisting of input from all applicable Village departments. After it has completed its review, the Staff will then submit a written report summarizing its comments to the petitioner and ZBA for their review.

4. NOTIFICATION PROCEDURES.

A petitioner requesting approval of a Special Use for Home Occupation **must provide written notification by certified mail, return receipt requested** to all property owners located within 150 feet of the subject property, as measured from the exterior edges of the property. Only property owners of record must be notified, including homeowner's associations when common property falls within the required 150 foot limit. THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PROVIDE THE PETITIONER WITH A COMPLETED WRITTEN NOTIFICATION LETTER WHICH MUST BE SIGNED AND MAILED AS DESCRIBED HEREIN.

Written notification of the scheduled public hearing must be sent not more than 30 days nor less than 15 days prior to the Zoning Board of Appeals public hearing. One copy of the notice must be filed with the Community Development Department. All return receipts (either green cards or copies of electronic receipts) as well as a list of the property owners receiving notification must be submitted to the Community Development Department no later than **5:00 p.m. on the Friday** prior to the scheduled

public hearing. Failure to notify surrounding property owners will necessitate rescheduling of the public hearing until a later date. The names and addresses of property owners of record may be obtained from:

Schaumburg Township Assessors Office
One Illinois Boulevard
Hoffman Estates, IL 60194
847/884-0030

Palatine Township Assessors Office
721 South Quentin Road
Palatine, IL 60067
847/359-6700

5. ZONING BOARD OF APPEALS ACTION.

At a scheduled public hearing, the ZBA will conduct a public review of the petition. All persons desiring to express an opinion regarding the petition will be given an opportunity to be heard. Upon the conclusion of its review, the ZBA, upon the majority vote of its entire membership, will submit a written recommendation to the Village Board to grant, deny, wholly or in part, or modify the petition. The ZBA may require such special conditions in the approval of the petition as it deems necessary to insure conformity with the intent of all established Village policies and ordinances.

6. VILLAGE BOARD ACTION.

Upon receipt of the recommendation from the ZBA, the Village Board, upon the majority vote of its membership, will grant, deny, wholly or in part, or modify the petition as it determines appropriate. The Village Board may require such special conditions in the approval of the petition as it may deem necessary to insure conformity with the intent of all established Village policies and ordinances.

7. ADOPTION OF ORDINANCE.

The Community Development Department shall prepare an ordinance authorizing the Special Use for a Home Occupation including any special conditions as deemed necessary and forward it to the Village Board in conjunction with the ZBA recommendation. The enabling ordinance and a *Certificate of Content and Form* shall be prepared and forwarded to the petitioner for review and execution, signifying acceptance of the terms and conditions. Said ordinance shall then be forwarded to the Village Board who, acting upon the majority vote of its entire membership, will then adopt the ordinance authorizing the Special Use for a Home Occupation.

8. BUSINESS LICENSE.

Upon adoption of the enabling ordinance, the petitioner may be responsible for obtaining a business license from the Village of Schaumburg. Business licenses must be renewed annually. If the business type is regulated by the Department of Professional Regulation, then a business license is not required.

Please note: The recommendations and technical assistance provided by Village Staff during the course of the review process are purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board.

SUBMISSION REQUIREMENTS

All required items, including all plans, shall be **FOLDED** not to exceed 8 1/2" by 14" in area and shall prominently indicate the following basic information:

1. Original executed petition for Special Use for a Home Occupation _____
2. Applicable zoning fee, payable to the Village of Schaumburg _____
3. Applicable business license fee, payable to the Village of Schaumburg _____
4. Other information as may be determined necessary by the Community Development Department to complete the evaluation of the petition _____
5. Required plans (see chart below):
 - a. Plat of Survey (including legal description)
 - b. Floor Plan of Home

UNFOLDED PLANS WILL BE RETURNED TO THE PETITIONER.

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
• Home Occupation – Special Use	n/a	14 reduced plans – no smaller than 11" x 17"



VILLAGE OF SCHAUMBURG

Community Development Department
ZONING PETITION FEE SCHEDULE
 101 Schaumburg Court, Schaumburg, IL 60193-1899
 (Phone) 847.923.4430 (Fax) 847.923.4474

The following fees, established by the Village Board, must be paid as determined below prior to the assignment of a hearing date. No date will be assigned until the appropriate fee(s) have been paid in full.

ALL FEES ARE TO BE COLLECTED CUMULATIVELY

Project Type	Fee as of 1/1/12
Single Family Variations	\$205
Single Family Residential Teardown and Replacement Plans	\$1,430
Special Use for Home Occupation	\$200
Olde Schaumburg Centre Architectural Review (Major Project)	\$1,600
Olde Schaumburg Centre Architectural Review (Minor Project)	\$895
Olde Schaumburg Centre Architectural Review (Miscellaneous Project)	\$465
Non-single family variations	\$438
Special Use / Special Use Amendment	\$603
Planned Unit Developments	\$3,465 plus \$230 per acre
Amendment to Planned Unit Development	\$1,675
Site Plan Reviews	\$1,908 for review not involving new construction (site plan amendment)
	\$2,878 for new construction containing less than 20,000 square feet
	\$3,167 for new construction containing more than 20,000 square feet
Preliminary Plats of Subdivision	\$1,398 for plats containing less than 10 acres
	\$4,440 for plats containing 10 – 49.99 acres
	\$6,510 for plats containing more than 50 acres
Final Plats of Subdivision (plus recording fees)	\$965 for plats containing less than 10 acres
	\$1,248 for plats containing 10 – 49.99 acres
	\$1,723 for plats containing more than 50 acres
Continuances	\$98 per request
Sign Variations	\$485 per variation
Condominium Conversion Fee	\$3,115 per application
Appeals of Director's Determination	\$325
Extension of Development Approvals	\$285
Minor Amendments	\$335
Zoning Verification Letters	\$175



Please type or print.

Date:
Check the appropriate box: <input type="checkbox"/> New Business <input type="checkbox"/> Existing Business, Name Change Only <input type="checkbox"/> Ownership Change <input type="checkbox"/> Address Change <input type="checkbox"/> Home Occupation
Business Name:
Business Address:
City: State: Zip:
Business Phone Number: State Tax Number:
Type of Business:
Corporate Name (if different from Business Name):
Type of Application: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Public Corporation <input type="checkbox"/> Association
If Individual, list owner only. If Partnership or Corporation, list or attach all partners or principal officers. If necessary, attach additional sheet.
Owner Information
President or Owner Name:
Home/Corporate Address:
City: State: Zip:
Date of Birth: Drivers License Number:
Phone Number:
Manager Information (If Owner or President is out of area)
Manager's Name: Phone Number:
Home Address:
City: State: Zip:
Date of Birth: Drivers License Number:
Has the owner, manager, or any officer ever been arrested or convicted of a felony or misdemeanor involving a moral judgment?
If yes, please explain.
Has the business ever had a previous license or application for a license denied, revoked, or suspended by any local government, State government or subdivision there of?
If yes, please explain.
Billing Information
PLEASE NOTE STATEMENTS OF RENEWAL WILL NOT BE MAILED. An email address or fax number must be provided.
Contact Person:
Email Address:
Fax Number: Phone Number:

PLEASE NOTE: All Business License applications must be accompanied by a Certificate of Occupancy from the Community Development Department (847.923.4420). A formal program to collect recyclable materials is required, as no license will be issued until a program is approved by Community Development (847.923.3700). For Home Occupation License information, contact Community Development Department (847.923.4420).

BUSINESS LICENSE APPLICATION

Check all items that correspond to the applied business. Some businesses may require multiple licenses. **All fees are due at time of application.**

General Business License (including, but not limited to office, retail, manufacturing, and industrial)			<input type="checkbox"/>	Cleaning and Dyeing Establishment (on premise)	\$175
<input type="checkbox"/>	0 – 999 Floor Area in sq.ft.	\$88			
<input type="checkbox"/>	1,000 – 4,999	\$98	Congregate Housing		
<input type="checkbox"/>	5,000 – 9,999	\$113	<input type="checkbox"/>	1-50 Dwelling Units	\$413
<input type="checkbox"/>	10,000 – 14,999	\$140	<input type="checkbox"/>	51 - 100	\$850
<input type="checkbox"/>	15,000 – 19,999	\$165	<input type="checkbox"/>	101 – 200	\$1,155
<input type="checkbox"/>	20,000 – 29,999	\$222	<input type="checkbox"/>	201 – 300	\$1,435
<input type="checkbox"/>	30,000 – 39,999	\$273	<input type="checkbox"/>	301 – 400	\$1,707
<input type="checkbox"/>	40,000 – 49,999	\$330	<input type="checkbox"/>	401 and over	\$2,048
<input type="checkbox"/>	50,000 – 74,999	\$413			
<input type="checkbox"/>	75,000 – 99,999	\$495	Food Delivery Vehicles (per vehicle)		
<input type="checkbox"/>	100,000 – 249,999	\$573	<input type="checkbox"/>	Mobile Vending Truck	\$113
<input type="checkbox"/>	250,000 – 499,999	\$660	<input type="checkbox"/>	Wholesale/Retail	\$40
<input type="checkbox"/>	500,000 and over	\$748			
Food Establishment License			<input type="checkbox"/>	Gas Station	\$330
<input type="checkbox"/>	0 – 4,000 Floor area in sq. ft.	\$190	<input type="checkbox"/>	Hazardous Materials	\$515
<input type="checkbox"/>	4,001 – 5,000	\$273			
<input type="checkbox"/>	5,001 – 6,000	\$355	<input type="checkbox"/>	News Rack	\$57
<input type="checkbox"/>	6,001 – 7,500	\$445			
<input type="checkbox"/>	7,501 – 9,000	\$520	<input type="checkbox"/>	Nursing Home	\$387
<input type="checkbox"/>	9,001 – 12,000	\$603			
<input type="checkbox"/>	12,001 – 15,000	\$717	<input type="checkbox"/>	Psychic/Fortune Teller	
<input type="checkbox"/>	15,001 and over	\$825		Individual	\$184
Food and Beverage Tax Forms: 847.923.4532				Application Fee	\$65
				Background Check minimum	\$15
Hotel/Motel License					
<input type="checkbox"/>	0 – 100,000 sq.ft.	\$825	<input type="checkbox"/>	Psychic/Fortune Telling Establishment	
<input type="checkbox"/>	100,001 – 300,000	\$1,377		Business	\$603
<input type="checkbox"/>	300,001 and over	\$1,930		Application Fee	\$125
Hotel/Motel Tax Forms: 847.923.4536				Background Check minimum	\$15
Special Licenses					
<input type="checkbox"/>	Chauffeur	Finance Department 847.923.4546	<input type="checkbox"/>	Refuse Collector(per vehicle)	\$185
<input type="checkbox"/>	Circus/Carnival	Community Development 847.923.4420	<input type="checkbox"/>	Swimming Pool	\$240
<input type="checkbox"/>	Contractor	Community Development 847.923.4420			
<input type="checkbox"/>	Entertainment	Community Development 847.923.3970	<input type="checkbox"/>	Spa	\$103
<input type="checkbox"/>	Firearm Dealer	Police Department 847.882.3586			
<input type="checkbox"/>	Home Occupation \$88.00	Community Development 847.923.4420	<input type="checkbox"/>	Tobacco Retail	\$113
<input type="checkbox"/>	Honor Box	Finance Department 847.923.4546		Tobacco Smoking	\$273
<input type="checkbox"/>	Jukebox	Finance Department 847.923.4537			
<input type="checkbox"/>	Liquor	Liquor Commission 847.923.4402	<input type="checkbox"/>	Theater, Movie (per screen)	\$113
<input type="checkbox"/>	Non-Residential Rental	Finance Department 847.923.4532			
<input type="checkbox"/>	Public Passenger Vehicle	Finance Department 847.923.4546	<input type="checkbox"/>	Massage Est. Background Ck	\$15
<input type="checkbox"/>	Raffle	Finance Department 847.923.4532			
<input type="checkbox"/>	Valet	Community Development 847.923.4430	TOTAL AMOUNT DUE		\$
<input type="checkbox"/>	Vending	Finance Department 847.923.4537			

***If application is received on or after July 1, the annual fee is reduced to one-half the listed fee.**

I/We understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time and any further inspections while in force. I/We hereby authorize the Village of Schaumburg by its agents to make inquiries into my/our character, credit, and background, in order to approve or deny this license application. I/We have read this application and answered all questions fully and the information I/We have submitted in this application is complete and truthful to the best of my knowledge.

SIGNATURE _____ TITLE _____ DATE _____