



25 East State Street, North Aurora, IL 60542  
P: 630.897.1457 F: 630.897.0269  
Website: [www.northaurora.org/forms/](http://www.northaurora.org/forms/)  
Email: [cdinfo@northaurora.org](mailto:cdinfo@northaurora.org)

## APPLICATION FOR HOME OCCUPATION

Business Street Address: _____
Applicant Name: _____ Phone: _____
Applicant Email: _____
Business Name: _____
Type of Business: _____
Signature of Applicant*: _____ Signature Date: _____

\*I have read the requirements of Section 11.2(D)(6) of the Village of North Aurora Zoning Ordinance (Home Occupation, which is on page 2 of this application) and agree to comply with them. I agree to conform to all applicable laws and ordinances of the Village of North Aurora. The purpose of the home occupation standards and requirements is to allow a home occupation to be conducted in a dwelling unit that is compatible with the neighborhood in which it is located.

\*\* **Homeowner Association:** It is the responsibility of the property owner to ensure that the home occupation is in accordance with all Homeowner's Association by-laws and property covenants.

### **Instructions:**

- Please see the submittal checklist regarding required submittals for home occupations.
- Provide all submitted documents electronically in PDF format.
- Staff may request the applicant provide additional materials in order to process and complete application review.

### **REQUIRED SUBMITTAL CHECKLIST**

- Introduction Letter. Please include information relevant to the home occupation and its business operations (hours of operation, number of employees/clients onsite, etc.).
- Affidavit. Complete and sign the affidavit attached on page 3 of this application.
- There is no application fee or public hearing requirements for home occupations.

<b><u>FOR OFFICE USE</u></b>			
File Name: _____		File Date: _____	
Approved:      Yes      No		Approved By: _____	



## **HOME OCCUPATION USE STANDARDS**

The following standards apply to all home occupations conducted in a dwelling unit, provided that the home occupation must be compatible with the neighborhoods in which they are located, and must not interfere with the rights of surrounding property owners to enjoy the established character of the neighborhood:

- 1) The home occupation shall be conducted entirely within the dwelling unit.
- 2) A home occupation shall not be established prior to the member(s) of the family conducting the home occupation take possession of, and reside in, the dwelling unit in which the home occupation is located.
- 3) Only one nonresident of the premises may be employed to work at or from the premises, such person shall not be employed more than twenty-five (25) hours within any one-week period.
- 4) The home occupation shall not generate excessive vehicular or pedestrian customer traffic.
- 5) A home occupation shall not generate noise, solid waste, vibration, glare, fumes, odors, water use, or electrical interference beyond what normally occurs in a residential use.
- 6) No outside storage or display of materials, merchandise, inventory or heavy equipment shall be permitted.
- 7) No exterior signs shall be permitted.
- 8) Day care homes are not considered a home occupation and are subject to the standards of paragraph 2 (Day Care Home, Adult and Day Care Home, Child) above.
- 9) No wholesale or retail business shall be permitted unless it is conducted entirely by mail, telephone or small package delivery, except for the sale of items made on the premises or incidental to a service provided.
- 10) The receipt or delivery of merchandise, goods, or supplies for use in a home occupation shall be limited to the United States mail, similar parcel delivery service, or private passenger automobile.
- 11) No permanent or temporary alterations of the principal or accessory buildings shall be made which change the residential character of the structure.
- 12) No more than twenty (20) percent of the area of any residential dwelling shall be devoted to the home occupation.
- 13) No mechanical or electrical equipment or chemicals may be used or stored except such types as are customary for purely domestic, household, or hobby purposes. No home occupation shall be permitted which requires the use of toxic, hazardous or noxious matter in such concentrations as to be detrimental to or endanger the public health, safety, comfort or welfare or cause injury or damage to property.
- 14) There may be more than one home occupation permitted per dwelling unit; however, the total combined home occupations for any single dwelling unit may not exceed any of the standards set forth in this section.
- 15) A home occupation that services customers or clients at the dwelling unit may attract no more than eight customers or clients per day but not between the hours of 9:00 p.m. and 8:00 a.m.
- 16) For each home occupation, it is required that an affidavit be completed and kept on file in the Community Development Department.



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**HOME OCCUPATION AFFIDAVIT**

STATE OF ILLINOIS )  
   ) SS  
 COUNTY OF KANE )

NOW COMES the Affiant (print name), \_\_\_\_\_, and voluntarily states the following under oath:

1. I, \_\_\_\_\_, am the owner and/or the lawful occupant of the residential property located at \_\_\_\_\_, North Aurora, Illinois (hereinafter the "Property").
2. I conduct a home occupation out of the Property consisting of the following type of business activities: \_\_\_\_\_.
3. I hereby acknowledge that I have reviewed the Home Occupation Use Standards in Subsection 11.2.D.6.b of the Title 17 (Zoning) Chapter 11 (Use Standards) Section 11.2 of the North Aurora Zoning Code ("Home Occupation Use Standards"), and I represent that the business activity I conduct out of the Property is in compliance with the Home Occupation Use Standards (a copy of which is attached hereto) as amended from time to time.
4. Further, the Affiant sayeth not.

\_\_\_\_\_  
**AFFIANT SIGNATURE**

SUBSCRIBED AND SWORN TO  
 Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**A Notary Public in and for such County**