

Instructions for obtaining a Special Use/Home Occupancy Permit

A Special Use Permit/Home Occupation Permit must be obtained in order to operate a business out of a residence in a residential district in the City of Canton.

Notify the Joint Planning & Zoning Department at 309-649-5338 prior to preparing paperwork.

The Joint Planning & Zoning Commission meets the 2nd Monday of each month.

You are advised to consult an attorney of your choice. The petitioner is responsible for the legal sufficiency of the petition and the notice of publication.

The application should be filed with the City Clerk's office after completion, and the Clerk will send a copy to the Joint Planning & Zoning Commission Secretary.

It will be the petitioner(s) responsibility to file the "Notice of Hearing" with the Canton Daily Ledger, and also pay for the advertisement. **The Notice of Hearing must be filed 18 days before the actual meeting takes place on the second Monday.**

NOTE: No City officer or employee is authorized to give legal advice or to assist in the preparation of any document.

You should contact the office of the City Clerk after the Joint Planning & Zoning Commission has granted your request, as you also have to present an ordinance to the City Clerk. The Clerk will present the ordinance to the City Council.

BEFORE THE JOINT PLANNING & ZONING)
COMMISSION OF THE CITY OF CANTON,)
ILLINOIS

PETITION FOR SPECIAL USE PERMIT/HOME OCCUPANCY PERMIT

Your Petitioner(s), _____

whose residence address is _____

represent as follows:

1. That Petitioner(s) is/are the owner(s) of real property located at address of Canton, Illinois, which is legally described as follows:

2. That the above described real property is wholly situated within the corporate limits of the City of Canton, Illinois and is presently zoned _____.

3. That Petitioner(s) propose(s) to use or improve the above described real property in a manner which is not permitted under the aforesaid zoning classification.

4. That the use or improvement proposed by Petitioner(s) is as follows:

5. That Petitioner(s) has/have made, or caused to be made, a schematic drawing of the above described real property together with the real property of all adjoining real property which schematic designates the improvements on all of said real property and of all adjoining real property and which shows distances and sizes in a general way and which sets forth the existing building and improvements on all said real property and that of all adjoining real property. That said schematic drawing is hereto attached as an exhibit and is herein fully incorporated by reference.

6. That Petitioner(s) has/have given written notice together with a copy of this petition to all adjacent or adjoining owners of real property which sets forth the date, time, and place of hearing on this petition. _____ Yes _____ No.

That a true and correct copy of said notice is hereto attached as an exhibit, together with proof of service, all of which is herein fully incorporated by reference.

7. That the names and mailing addresses of all adjacent or adjoining landowners are:

_____	_____
_____	_____
_____	_____
_____	_____

DATED: this _____ day of _____, 20__.

Signed: _____

Petitioner(s)

NOTICE OF HEARING

STATE OF ILLINOIS.)
COUNTY OF FULTON)SS.
CITY OF CANTON)

NOTICE IS HEREBY GIVEN THAT A PETITION FOR SPECIAL USE PERMIT/HOME OCCUPATION PERMIT HAS BEEN FILED BY

BEFORE THE JOINT PLANNING & ZONING COMMISSION OF THE CITY OF CANTON, ILLINOIS. The affected property is located at _____, in Canton, Illinois and is legally described as follows:

The petition request:

The present zoning classification is _____

A hearing on said petition will be conducted by the Joint Planning and Zoning Commission in the Director's Room, lower level of Canton City Hall, 2 N. Main Street, Canton, IL at 5:30 p.m. on _____, 20_____.

_____, CHAIRMAN
Joint Planning & Zoning Commission
City of Canton, Illinois

INSTRUCTIONS TO PUBLISHER: Publish the foregoing one time as a legal notice no later than _____, 20___. Send your bill to petitioner and one certificate of publication to the City Clerk, 2 N. Main Street, Canton, IL 61520.