



Community Residence Administrative Occupancy Permit Application

Last Revised: 12/11/2015

A. APPLICANT INFORMATION:

1. Name of Applicant: _____ Phone: _____
2. Address: _____ City: _____ State: _____ Zip: _____
3. Name of Owner: _____ Phone: _____
4. Address: _____ City: _____ State: _____ Zip: _____

(Attach sales contract, trust letter, etc. if applicable)

B. SUBJECT PROPERTY:

1. Common Address. _____ Pin #: _____
2. Legal Description: _____

Lot	Block	Subdivision Name
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3. Previous Land Use: _____
4. Proposed Land Use: _____
5. Lot size: _____ sq. ft. or acres _____

C. SUPPLEMENTAL INFORMATION:

1. Number of stories in building: _____
2. Gross square footage of building: _____
3. Number of Bedrooms: _____
4. Net square footage of building (deduct area in cellar, basement, porches, hallways, kitchens, and bathrooms. Include only area in living room, family room, dining room, and bedrooms.) _____
5. Number of Residents: _____
6. Number of other persons to reside in residence, classified according to their respective job titles: _____
7. Number of persons to work at residence, or provide support, classified according to their respective job titles: _____
8. Proposed date of occupancy: _____

D. STATE AUTHORIZATION:

Attach reliable, written evidence of the following:

1. That the operator is licensed or similarly authorized by the State of Illinois to operate the proposed residence at the desired location. Provide a copy of the License at the time of application.
2. That the proposed residence complies with all state regulations.

E. STANDARDS FOR APPROVAL:

1. Proposed location may not be within a radius of one thousand three hundred twenty (1,320) feet from another property containing a family, community, or group home residence.
2. Proposed building occupancy shall conform with the square footage of Section 404.1, 404.2 and 404.3 of the Property Maintenance Code.

APPLICATION MUST BE COMPLETED WITH APPROPRIATE DOCUMENTATION AND A \$100.00 APPLICATION FEE (\$50 NOT FOR PROFIT APPLICATION FEE) SUBMITTED TO THE ZONING ADMINISTRATOR FOR REVIEW AND APPROVAL