

**FLOW CHART FOR HOME OCCUPATION PERMIT
WHEN SPECIAL USE PERMIT IS REQUIRED**

Application:

1. Obtain Home Occupation Permit application from Village clerk.
2. Complete application subject to the provisions of section 1201-1207 of Zoning Ordinance No. 03-0-1
3. Submit application to village clerk for forwarding to the Zoning Board of Appeals for review.

Zoning Board of Appeals:

1. The Zoning Board of Appeals shall schedule a public hearing to review the application.
2. The Zoning Board of Appeals shall make a “Finding of Fact” in accordance with provisions of Section 803.
3. The Zoning Board of Appeals shall forward the “Finding of Fact” to the Board of Trustees.

Board of Trustees:

1. The Board of Trustees action on the Home Occupation Permit may take two forms:
 - a. The Home Occupation Permit may be approved or disapproved by the Board of Trustees by a majority vote of all members of the Board of Trustees.
 - b. If the Home Occupation Permit is approved or disapproved contrary to the Board of Appeals recommendation, then this must be done by a two-thirds (2/3rds) majority vote of the members of the Board of Trustees.
2. If the Home Occupation Permit is approved, it becomes effective immediately.

Applicant:

1. Post approved Home Occupation Permit on the premises for which it was issued.
2. If the application is disapproved, it may be resubmitted at any time.