



# Village of North Utica

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## WELCOME - NEW BUSINESS

The Village of North Utica welcomes you. Congratulations on choosing Utica for your business venture. Following is some information to assist you:

### I Applications - Business License / Business Listing

A. Business License - All businesses are required to annually register and apply for a business license. Attached is a copy of that application. (Exhibit I)

The Business License Ordinance is available on the Village's website or at the Village office.

B. Business Listing — The Village will list North Utica businesses on its website ([www.utica-il.gov](http://www.utica-il.gov)). The Listing Application is attached as Exhibit I — 1.

### II Zoning / Development Permit Application (Including Signs)

A. Zoning — A business must verify that the area in which it intends to operate is properly zoned for the type of business.

The Zoning Ordinance is available at the Village Office or on the Village's website.

B. Development Permit (Including Signs)

Construction activities (including signs and fences) require a permit. If a permit can not be issued, a variance can be applied for. No activity requiring a permit can be undertaken prior to obtaining the permit from the Zoning/Building Officer or being granted a variance, if necessary, from the Village Board.

A copy of the Development Permit Application is attached as Exhibit II with a Construction Permit FAQs attached as Exhibit II-1.

The Village Zoning Ordinance is available at the Village Office or on our website. Chapter 16 of that ordinance regulates signs.

The Zoning/Building Officer for the Village can be reached at by leaving a message at the Village Hall Office (815-667-4111).

The Village has available a number of forms for variance requests, special uses, and/or zoning changes at its website or at the Village Hall.

### III. Home Occupation Permit

Certain businesses can be operated in a residential district. However, a Home Application Permit is required prior to operating: Attached is a copy of that permit application. (Exhibit III)

Home occupations are addressed in Section 3.7 of the Village Zoning Ordinance, which is available at the Village Office or on the website.

### IV. Liquor License

Any business serving alcoholic liquor requires a liquor license. The Village utilizes a number of liquor license classifications depending on the type of liquor to be served, the type of establishment, and/or the event. The Village strictly regulates the possession or consumption on the premises of a business for those businesses without a liquor license (See Ordinance No. 2009-10).

A copy of the Liquor License Application is enclosed. (Exhibit IV)

The Village President serves as the Village Liquor Commissioner and should be contacted to further discuss your requests in this area.

### V. Village Assistance / Donation

Anyone seeking assistance from the Village such as permission to solicit or seek a street closure should request such in writing addressed to the Village Clerk at least thirty (30) days in advance of the date permission/assistance is needed. All donation requests should be submitted in writing at least thirty (30) days in advance to the Village Clerk as well.

The Village reserves the right to deny any and all request and to impose conditions deemed appropriate including the requirement of liability insurance where deemed appropriate by the Village.

If you have any questions, please do not hesitate to contact the Village.

Again, thank you for choosing Utica and we wish you continued success.

Village President, Matt Jereb

Village Clerk, Laurie Gbur

Village Trustees:

Ron Pawlak  
Kevin Stewart  
John Pappas  
Joe Bernardoni  
Dave Stewart  
John  
Schweickert