

SPECIAL USE PERMIT APPLICATION

For Office Use Only

Project Name: _____ Project Number: CD _____ Date Received: _____

PART I. REQUIRED DOCUMENTATION

- Completed and signed SPECIAL USE PERMIT APPLICATION
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- All required documentation for CLASS I SITE PLAN REVIEW
- APPLICATION FEES **\$100** (single lot under 10,000 sq. ft.)
\$200 (single lot at or over 10,000 sq. ft. or any multi-lots)
- MAJOR SITE PLAN REVIEW FEE **\$150**
- DEVELOPER REIMBURSABLE FEES **TBD during pre-application meeting**
- Proof of Ownership or Option (1 copy)
- Legal Description of Property and the Property's Plat of Survey (2 copies)
- NOTE: If the Special Use Application involves a Cannabis Business Establishment, contact the Community Development Department at (847)741-3894 for additional submittal requirements.

PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: _____

Applicant Name:

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Owner: (if different from Applicant)

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Is the Applicant the owner of the subject property?

YES [] NO []

(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)

Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust? YES [] NO []

(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)

PART III. PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

PARCEL INDEX NUMBER(S): _____

AREA OF PARCEL (ACRES): _____

LEGAL DESCRIPTION: A legal description must be attached to this application.

PART IV. REASONS FOR THE SPECIAL USE PERMIT

1. Briefly, describe the special use that you are requesting.

PART V. FINDINGS OF FACT

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for special use permits with specific written findings based on each of the standards of this Section.

1. The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public?

2. The proposed special use is compatible with the character or adjacent properties and other property within the immediate vicinity of the proposed special use?

3. The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use?

4. The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.

5. The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.

I, _____, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Ordinances.

Signature of Applicant

Date

If you have any questions or comments, please call Community Development at (847) 741-3894. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Name of Development

Parcel Index Number(s)

This form must be executed and accompany all Development Applications.
No Application will be accepted or processed without this completed form.

Per Section 156.03.C.3- Special Use Permit.

- a. Purpose. The purpose of this special use application is to provide for uses, which may have a special, unique, or unusual impact upon the use of neighboring property.
- b. No Presumption of Approval. A use established as a special use in § 156.07 (Uses) does not constitute a presumption that an application for such special use will be approved. Each proposed special use shall be evaluated on an individual basis with regard to the applicable standards of this Ordinance to determine whether approval of the special use is appropriate at the particular location in the manner proposed.
- c. Procedure. Figure 156.03.C-C. Special Use Permit Application Procedure



- d. Standards for Special Use Permits. The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for special use permits with specific written findings based on each of the standards of this Section.
 - (1) The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.
 - (2) The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.
 - (3) The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.
 - (4) The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.
 - (5) The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.
- e. Transferability. Special use permit approval runs with the land and is not affected by changes of ownership, tenancy, or management except in unique situations specified by the conditions of the approved special use permit.
- f. Expiration of Special Use Permit Approval. Special use permit approval shall expire and be revoked if any of the following conditions occur.
 - (1) The use has not commenced or a building permit has not been obtained for the use within one year after approval of the special use permit. The applicant may, by means of written request, apply for one extension of this period for up to one additional year, which may be approved by the Zoning Administrator.
 - (2) The licenses or permits required for the operation or maintenance of the use are not obtained or are subsequently terminated.
 - (3) The standards of this Ordinance or any of the terms and conditions of the special use permit are violated.
 - (4) The operation of the use for which a special use permit has been issued ceases for a period of six consecutive months.