



Permit No. _____

SPECIAL USE PERMIT APPLICATION

Village of Hennepin, Illinois

TO THE ENFORCING OFFICER OF THE VILLAGE OF HENNEPIN ZONING ORDINANCE
627 East High Street, P.O. Box 194 Hennepin, Illinois 61270-2400
Phone: (815) 925-7138 Fax: same

A Special Use is, as the name suggests, a use of property, which is not specifically permitted within the Zoning District in which the property is located. A Special Use Permit is required whenever the intended use of a building, structure, or zoning lot does not conform with the use(s) specified within the Zoning District in which the building or lot is located.

Application Fee:

\$175.00 plus Village costs incurred

Address or location of property: _____

Parcel # (Property Tax ID #) _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____ Fax Number of Applicant: _____

Owner of Property: _____
(If in trust, list all owners and their addresses on additional sheet of paper)

Address of Owner: _____ Existing Zoning: _____

Existing Use: _____ Proposed Use: _____

Zoning of surrounding parcels:

North _____ South _____

East _____ West _____

REASON FOR REQUEST:

Specifically state the nature of the special use requested and why it should be granted. (Use additional sheets of paper if necessary).

FOR OFFICE USE ONLY Case No. _____ Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____ Documentation of Authority Submitted: _____

Date to go before the Planning Commission: _____ Commission Action: _____

Additional Information Requirements for Application

- A written description of the proposed use that includes information concerning hours of operation, expected traffic impacts, and any other pertinent details concerning the proposed use, including a description of how the request satisfies the review standards found in section 14.5.
- A site plan which contains, at a minimum, the following;
 - A layout map of all existing and proposed buildings and structures on the site at a 1"=20' scale,
 - The traffic circulation pattern
 - Show adjacent property owners, including across rights-of-way
 - Show zoning of adjacent properties
 - Show streets, railroads, waterways, and other physical features
 - The parking and loading areas and individual berths
 - The proposed sewerage and water systems
 - The placement of exterior lighting and
 - Landscaping
 - A copy of such plan shall be reproducible size not to exceed 11" x 17".
- The names and address of the property owner(s) of adjacent properties within 250 feet of the subject property
- Photos of the property and the specific area of the property seeking the Special Use Permit shall be submitted with application or conceptual drawings of the property.

Public Hearing: After your application has been submitted and reviewed by the Zoning Enforcement Officer, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. At the Planning and Zoning Commission public hearing you will present your request. Within thirty (30) days after the close of the public hearing the Planning and Zoning Commission shall submit its recommendation to the Village Board. The Commission will make a findings of facts and shall take into consideration the following items:

- Suitable Location for Use That the location and size of the proposed use and the nature and intensity of use in relation to the size of the lot will be in harmony with the orderly development of the area and compatible with other existing uses.
- Suitable Structures for Use That the kind, size, location and height of structure and the nature and extent of landscaping on the lot are appropriate for the use and will not hinder or discourage the appropriate use of adjoining property or diminish the value thereof.
- Neighborhood Compatibility That the design elements of the proposed development are attractive and suitable in relation to the site characteristics and style of other buildings in the immediate area, and that the proposed use will not alter the essential characteristics of the area or adversely affect property value in the neighborhood.
- Adequate Parking and Access That the parking and loading facilities are adequate and properly located and the entrance and exit driveways are laid out to achieve maximum safety.
- Adequate Streets for Use That streets providing access to the proposed use are adequate in width, grade, alignment and visibility, and have adequate capacity for the additional traffic and parking generated by the proposed use, and the proposed use will not impede the implementation of a traffic circulation plan.
- Adequate Emergency Access That the proposed use shall have easy accessibility for fire apparatus and police protection and is laid out and equipped to further the provision of emergency services. The structures shall be equipped with smoke detectors and fire extinguishers.

- Adequate Public Utilities That the electric wiring, water supply, the sewage disposal, and the storm water drainage shall conform with accepted engineering criteria; comply with all standards of the appropriate regulatory authority; and not unduly burden the capacity of such facilities.
- Environmental Protection and Conservation That the proposed plans have provided for the conservation of natural features, drainage basins the protection of the environment of the area, and sustained maintenance of the development.
- Consistent with Purposes That the proposed use will not have any detrimental effects upon the public health, safety, welfare, or property values, and that the proposed use will not conflict with the purposes, goals, objective and standards of any officially adopted Village Comprehensive Plan and these Regulation, or if not consistent, the factors justify the deviation.

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Special Use Permit.*

Signature of Applicant

Date

Signature of Owner

Date

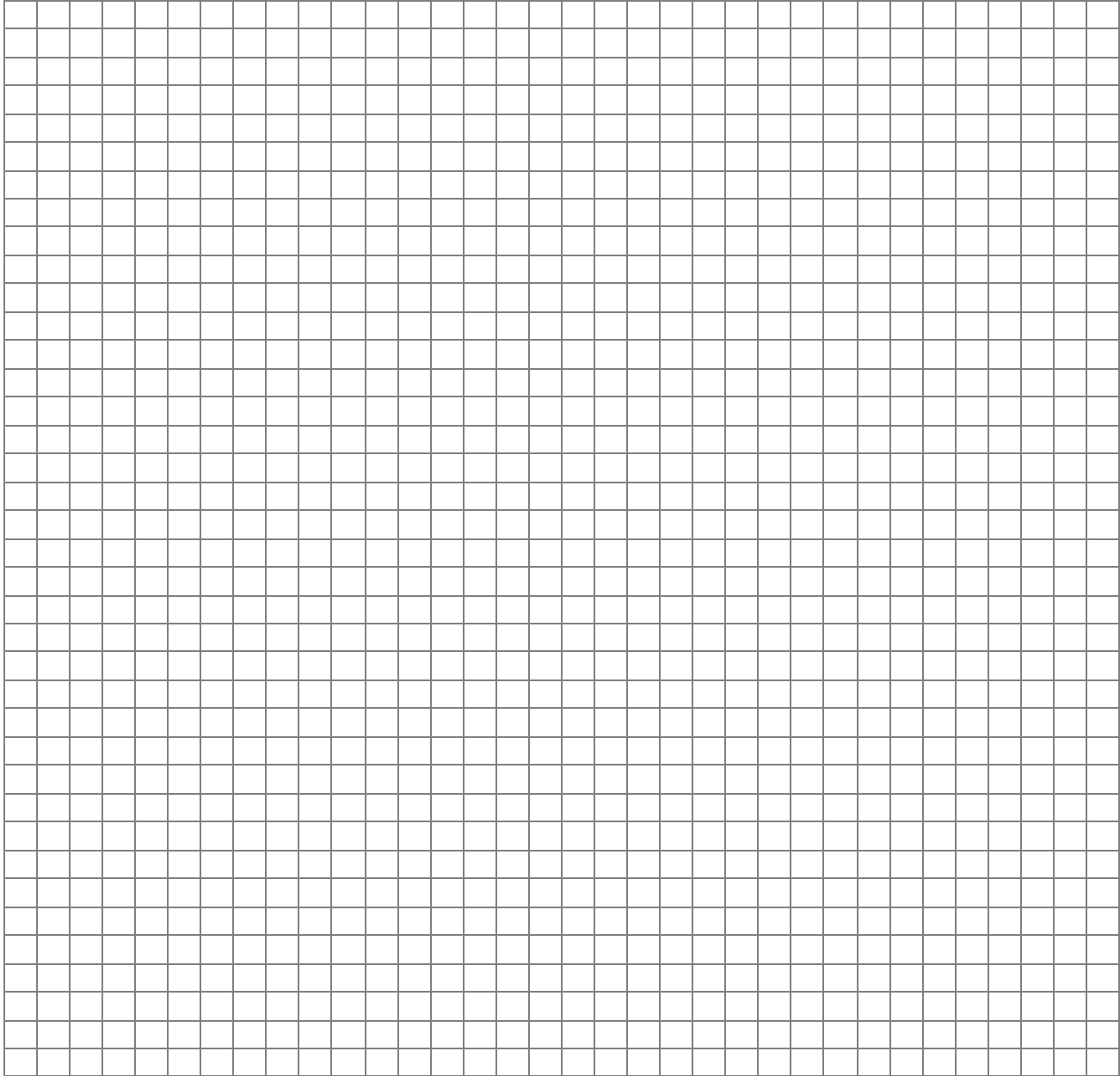
After receiving a completed application, the Village Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Enforcement Officer at (815) 925-7138

C:\My Documents\Putnam Co\Hennepin\Zoning\Forms\Special Use Permit.doc

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow and indicate scale.)

(Make all measurements carefully)
(Please make sketch to scale, example 1 square = 4 feet)





Procedure for Requesting a Special Use Permit

VILLAGE OF HENNEPIN, ILLINOIS

1. The Village strongly encourages all petitioners to schedule a pre-application meeting with the Zoning Administrator to discuss the request.
2. The Petitioner must submit a **completed** application to the Village along with the \$175 fee for providing Legal Notice and conducting the Public Hearing.
3. The completed application must include a full legal description of the property from the warranty deed, a copy of the deed or lease showing control of the property, and a site plan. Nine (9) preliminary development plans shall be filed with the zoning administrator, who shall forward the copies to the Commission. The cost of all plans shall be borne by the developer.
4. Application must be made seven (7) days prior to the publication date of the Legal Notice. The legal notice must be published in a local newspaper at least fifteen (15) days prior to the Planning Commission meeting, which is typically held on _____ of each month.
5. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.
6. Following the public hearing the Planning and Zoning Commission will make a recommendation to the Village Board to consider the Special Use Permit based on the findings of facts during the public participation portion of the public hearing. You must be present at the Village Board meeting.
7. The Village Board will consider the request at their next meeting following the Planning Commission meeting in which a recommendation was made.
8. If an application for a special use has been denied by the Village Board, no new or further application seeking the same or substantially the same special use for the same lot, tract or parcel of land shall again be submitted to the Village Board until at least one (1) year following the date of the Village Board vote denying said application.

Please contact the Zoning Administrator at 925-7138 with questions.

**Village of Hennepin
Special Use Review Procedures**

