Requirements for a Special Use Permit

As set forth in the City of West Chicago Zoning Ordinance Section 5.5:

It is strongly suggested that the petitioner schedule an appointment with the city staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness.

**Items required with this application**

Submit twelve (12) copies of each of the following for review:

- Completed application
- Plat of survey of the property
- Proposed site plan
- Proposed landscape plan
- Proposed architectural elevations
- Environmental impact statement
- Preliminary engineering plan

Submit one (1) copy of each of the following for review:

- Land use opinion report
- Authorization letter from the property owner (if the applicant is not the property owner)
- Trust/owner's disclosure certificate (if property is in trust)
- Legal description of property—preferably in electronic format
- List of all adjacent property owners within two hundred fifty (250) feet
- *Special Use Permit fee—$700*

In addition to the application fee, a $500.00 deposit shall be required for all special use permit applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.
**Public Hearing Notification Procedures**

Once city staff has determined the public hearing meeting date, the applicant shall be required to complete the three (3) required public hearing notifications. The notifications shall be completed no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date. The applicant shall have city staff approve the content of the three (3) public hearing notifications prior to the notifications being released.

1. The applicant shall send a notice of public hearing to the Daily Herald according to the attached example. The notice may be sent to the Daily Herald via e-mail at legals@dailyherald.com or contacting them at (847) 427-4671 for alternate options.

2. The applicant shall also post a public hearing sign on the property according to the attached example.

3. Lastly, the applicant shall send by certified mail return receipt a notice of public hearing letter, according to the attached example, to all of the property owners on the list compiled by the Township Assessor's Office.

At the public hearing meeting, the applicant shall then provide city staff with a copy of the notice of public hearing published in the Daily Herald, a signed copy of the letter sent to the adjacent property owners, all of the certified mail receipts, and the attached sworn affidavit signed and notarized.

**Approval Procedure**

1. Applicant files all of the required items.

2. Staff reviews the documents. If corrections are required, the applicant shall be asked to revise and resubmit the documents.

3. When the documents are satisfactory, staff shall schedule the public hearing for consideration by the Plan Commission/Zoning Board of Appeals.

4. Staff shall notify the applicant of the Plan Commission/Zoning Board of Appeals public hearing meeting date and the applicant shall complete the three (3) public hearing notifications. Staff shall also request an additional thirty (30) copies of the site plan and other documents as deemed necessary. The applicant shall provide the copies to the Community Development Department ten (10) days prior to the scheduled meeting date. The copies shall be 11” x 17” in size and folded to fit in a legal size folder.

5. The Plan Commission/Zoning Board of Appeals shall conduct the public hearing and provide a recommendation to the City Council.

6. The case shall then be reviewed by the Development Committee, which shall also provide a recommendation to the City Council.

7. The City Council shall review both recommendations and vote on the request.
Application for a Special Use Permit

Applicant Information

(Name)

(Address)

(Phone #)  (Fax #)

(E-mail Address)

Property Interest of the Applicant:

___Owner  ___ Lessee  ___ Contract Purchaser  ___ Other:

Property Owner Information (if different from the applicant)

(Name)

(Address)

(Phone #)  (Fax #)

(E-mail Address)

Professional Engineer Information

(Name)

(Address)
(Phone #)  

(Fax #)  

(E-mail Address)  

**Property Information**  

(Street Address or General Location of the Property)  

(Permanent Index Number [P.I.N.])  

(Current Zoning)  

(Acreage)  

(Current Use of the Property)  

(Proposed Use of the Property)  

(Type and Square Footage of Existing Structures on the Property)  

(Type and Square Footage of Proposed Structures on the Property)  

(Type of Existing Features on the Property Relevant to the Special Use Permit Request)
**Character of Surrounding Area**

<table>
<thead>
<tr>
<th>Direction</th>
<th>Current Land Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>To NORTH of site: Zoning</td>
<td></td>
</tr>
<tr>
<td>To SOUTH of site: Zoning</td>
<td></td>
</tr>
<tr>
<td>To EAST of site: Zoning</td>
<td></td>
</tr>
<tr>
<td>To WEST of site: Zoning</td>
<td></td>
</tr>
</tbody>
</table>

**Special Use Being Requested**

State exactly what is intended to be done with the property and why the special use permit is being requested. Please cite relevant paragraphs of the Zoning Ordinance by section number.

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**Signature**

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate. I consent to the entry in or upon the property described in this application by any authorized official of the City of West Chicago for the purposes of inspection or review of the site in order to provide information for the formal determination of the special use permit.

In addition to the application fee specified above, I agree to reimburse the city for any professional services or costs, including, but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultants fees that are incurred by the city, in its sole and exclusive discretion, that would be associated with the City of West Chicago providing a formal recommendation on the special use permit request.

(Signature of Applicant) (Date)

(Signature of Owner, if different from the applicant) (Date)
Site Plan
The site plan shall be on a plat of survey stamped by a licensed professional surveyor and
drawn to scale, large enough to clearly show the following information:
a. Locations and dimensions of the lot(s), principal and accessory structure(s),
driveway(s), and off-street parking spaces.
b. Distance between structure(s) and all of the lot lines; other structures on the lot(s); and
structures on adjacent lots.
c. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells,
etc.
d. That portion of the site plan that is affected by the requested special use permit.
e. Any additional information as may reasonably be required by the city staff.

Landscape Plan
The landscape plan shall be stamped by a licensed professional landscape architect or
designer and drawn to scale, large enough to clearly show all of the applicable information
required per Section 14 of the City of West Chicago Zoning Code or any additional
information as may reasonably be required by the staff.

Architectural Elevations
The architectural elevations shall be stamped by a licensed professional architect and
drawn to scale, large enough to clearly show all of the applicable information, such as
materials, colors, height, and other appropriate detail required per Section 7.13 of the City
of West Chicago Zoning Code or any additional information as may reasonably be
required by the staff.

Environmental Impact Statement
The environmental impact statement shall contain the following information:
a. A detailed description of the proposed action.
b. A detailed description of the existing environmental setting.
c. Any favorable and/or adverse environmental impacts of the proposed action.
d. Any means and/or estimated costs necessary to minimize the adverse impacts.
e. Identification of any alternatives to the proposed action including their impact on the
environment.
f. Identification of any irreversible commitment of natural resources as a result of the
proposed action.
g. Any growth-inducing aspects of the proposed action as it relates to the natural
resources on the property.
Preliminary Engineering
The preliminary engineering plan shall be stamped by a licensed professional engineer and
drawn to scale, large enough to clearly show all of the applicable information required per
the City of West Chicago Subdivision Regulations or any additional information as may
reasonably be required by the staff.

Land Use Opinion Report
The land use opinion report application shall be submitted to the Kane-DuPage Soil and
Water Conservation District. A copy of the completed application and report generated
by the Soil and Water Conservation District shall be submitted to the city.

Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100
St. Charles, IL 60175
(630) 584-7961 ext. 3

Authorization Letter from the Property Owner
The authorization letter shall specifically state the special use permit being requested and
exactly what is intended to be done with the property that does not conform to existing
zoning regulations. The letter shall also specifically indicate that consent is being granted
to the applicant to pursue the special use permit. The letter shall be dated, signed by the
property owner and include the mailing address of the property owner. The original copy
of the letter shall be submitted with the special use permit application.

Trust Disclosure Certificate
The trust disclosure certificate shall indicate the trust under which the property is held and
who is legally responsible for matters pertaining to the trust. The trust holder shall sign
the certificate and the trust holder’s name shall also be printed on the certificate. The
certificate shall be notarized by a state certified notary public and shall be dated. The
original copy of the certificate shall be submitted with the special use permit application.
List of Adjacent Property Owners
The list shall contain the name and mailing address of the taxpayer of record and
Permanent Index Number (P.I.N.) of all properties within two hundred fifty (250) feet of
the subject property, including all properties that are separated by a public right-of-way.
The required information may be obtained from the Assessor’s Office of the township in
which the subject property is located.

Wayne Township Assessor’s Office
27/W031 North Avenue
West Chicago, IL 60185
(630) 231-8900

Winfield Township Assessor’s Office
130 Arbor Avenue
West Chicago, IL 60185
(630) 231-3573
Notice of Public Hearing

A public hearing before the City of West Chicago Plan Commission/Zoning Board of Appeals will be held on (insert: the public hearing date) at 7:00 P.M. at West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the following matter:

Case (insert the case number)

(insert the petitioner and/or business name and address), petitions the City of West Chicago for a (insert: the type of requesting referencing specific sections of the Zoning Code) of the West Chicago Zoning Ordinance. The subject property is located at (insert the property address or general location if the property is vacant), in West Chicago, Illinois and is legally described as:

(insert the legal description of the property and the P.I.N.)

All interested persons are invited to attend said hearings and be heard. Written comments will be accepted at these hearings and also at the Community Development Department located in the West Chicago City Hall prior to the hearing date. The application is on file and available for inspection at the Community Development Department, West Chicago, Illinois. This notice is being published by order of the Chairman of the City of West Chicago Plan Commission/Zoning Board of Appeals.

Published in the Daily Herald on (newspaper will insert the publication date)
PUBLIC HEARING SIGN GUIDELINES

- The petitioner shall be responsible for the posting of all public hearing signs.

- The minimum dimensions of the sign shall be two feet wide by three feet tall and the sign shall be posted a minimum of three feet above ground level.

- The sign shall be weather resistant and shall have a white background with black lettering a minimum of two inches tall. No additional lettering shall be permitted unless approved by the Zoning Administrator.

- The sign shall be posted on private property in clear view of the public right-of-way. The sign shall not be posted in the public right-of-way. The sign posting location shall be approved by the Zoning Administrator prior to posting. Additional signs may be required by the Zoning Administrator if the Property has multiple frontages or is larger than three acres.

- The sign shall be posted not less than fifteen days or not more than thirty days prior to the scheduled public hearing date and shall remain posted until the public hearing has been completed. The sign shall be removed as soon as practical after the public hearing has concluded.
Adjacent Property Owner Public Hearing Notice Letter

(insert today’s date)

Dear Property Owner:

A public hearing before the City of West Chicago Plan Commission/Zoning Board of Appeals will be held on (insert the public hearing date) at 7:00 P.M. at West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the following matter:

Case (insert the case number)

(insert the petitioner and/or business name and address), petitions the City of West Chicago for a (insert the type of request referencing specific sections of the Zoning Code) of the West Chicago Zoning Ordinance. The (insert the type of request), if granted, would permit the applicant to (insert the proposed use).

The subject property is located at (insert the property address or general location if the property if vacant), in West Chicago, Illinois and is legally described as:

(insert the legal description of the property and the P.I.N.)

This notice is sent to you as an owner of property affected by this application. The Plan Commission will hold a Public Hearing on this application on (insert the public hearing date) at 7:00 p.m. in the City of West Chicago Council Chambers, 475 Main Street, West Chicago, Illinois, at which time you may express your views in person or by writing to the Board or Council.

Prior to the Public Hearing, you may send comments to the Community Development Department, 475 Main Street, West Chicago, Illinois 60185, or call (630) 293-2200, ext. 141. You may also visit the Community Development Counter at City Hall to examine a copy of the application. You may also contact me at (insert the applicant’s phone #).

This notice is sent to you by the applicant by order of the Chairman of the Plan Commission.

Respectfully,

(insert the applicant’s signature)

(insert the applicant’s printed name)
Sworn Affidavit

I, ________________________________, of ________________________________
(Print Your Name)
(Address)

hereby acknowledge that on _____ / _____ / _____ I have either hand-delivered or sent by certified mail “return receipt” the notice of public hearing letter for the special use permit on the property. I also acknowledge that on _____ / _____ / _____ I posted a public hearing sign for the special use permit on the property. Furthermore, I acknowledge that I sent the notice of public hearing for the special use permit to the Daily Herald to be published on _____ / _____ / _____.

________________________
(Signature)

SUBSCRIBED and SWORN TO before me

this ________ day of ____________________, 20_____

________________________
(Notary Public)
LAND USE OPINION APPLICATION

Kane-DuPage Soil and Water Conservation District
2315 Dean Street, Suite 100, St. Charles, IL 60175-4823
(630) 584-7961 Ext. 3

Send report to:
PETITIONER: ____________________________
ADDRESS: _______________________________

EMAIL: ___________________________________
CONTACT PERSON: ________________________
TELEPHONE: ______________________________

Please allow 30 days for inspection and processing.

TYPE OF PROPOSAL: □ Change in Zoning from ___ to ___
□ Subdivision or Planned Unit Development (PUD)
□ Variance-Please describe fully on separate sheet
□ Special Use Permit-Please describe fully on separate sheet

Unit of Government Responsible for Permits
Current Use of Site
Surrounding Land Use
Location address (or nearest intersection)

PROPOSED IMPROVEMENTS: (check all applicable items)
Planned Structures:
□ Dwellings w/o Basements
□ Dwellings w/ Basements
□ Commercial Buildings
□ Other ________________________________
Open Space:
□ Park/Playground Areas
□ Common Open Space Areas
□ Other ________________________________

Water Supply:
□ Individual Wells
□ Community Water

Wastewater Treatment:
□ Septic System
□ Sanitary Sewers
□ Other ________________________________
□ Drainage Ditches or Swales
□ Storm Sewers
□ Dry Detention Basin
□ Wet Retention Basin
□ No Detention Facilities Proposed
□ Other ________________________________

Stormwater Treatment:

EXISTING SITE CHARACTERISTICS: (check all applicable items)
□ Ponds or Lakes
□ Wetland(s)
□ Floodplain
□ Woodland
□ Drainage Tiles
□ Stream(s)
□ Floodway
□ Cropland
□ Disturbed Land
□ Other ________________________________

REQUIRED: INCLUDE ONE COPY EACH OF THE FOLLOWING-Processing will not begin without the following:
□ APPLICATION completed and signed
□ FEE according to schedule below
□ PLAT OF SURVEY/SITE PLAN showing legal description, legal measurements
□ SITE/CONCEPT PLAN showing lots, streets, storm water detention areas, open areas, etc.
□ LOCATION MAP (if not on maps above)-include distances from major roadways or tax parcel number

IF AVAILABLE—NOT REQUIRED:
□ ZONING or LAND USE PETITION filed with unit of government (if relevant)
□ TOPOGRAPHY MAP OR WETLANDS DELINEATIONS

FEE AMOUNTS: last updated November 1, 2013
$423.00 for 1 - 3 acres or fraction thereof
$459.00 for 4 - 5 acres or fraction thereof
For 5 - 200 acres see chart
> 200 acres: ADD $14.00 for each additional acre or fraction thereof over the 200 acre amount.
$65.00 processing fee if no report is required

***If there is more than one parcel in question and they are non-contiguous please contact KDSWCD for fee amount.***

MAKE CHECKS PAYABLE TO: Kane-DuPage Soil and Water Conservation District

I (we) understand the filing of this application allows the authorized representative of the Kane-DuPage Soil and
Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent __________________________ Date __________________

This opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Revised November 1, 2013
For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 22.02a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

"The Soil and Water Conservation District shall make all natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinances or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from the municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action."

Added by Act approved December 3, 1971.

The amendment is designed to assist the unit of government considering the proposal. The natural resources and the environment are the main concerns in the development of the Land Use Opinion.

To facilitate compliance with the Act by land developers and others, Kane-DuPage Soil and Water Conservation District has formulated a set of guidelines and a standardized set of fees, as provided for in section 22.09 of this Act:

"The District may charge fees to any person who makes a request for services or receives benefits rendered by the District, or who causes or undertakes to cause the District to perform a function prescribed by this Act, including but not limited to any function prescribed by Section 22.02a of this Act, provided that such charges are uniform. The Directors shall maintain a uniform schedule for such fees and may from time to time revise such schedule. The charging of any such fees is uniformly charged and in accordance with a uniform schedule by any District to any person for such service or benefits or performance of any such functions prior to the effective date of this amendatory Act of 1975 is ratified."

**LAND USE OPINION FEE SCHEDULE**

**EFFECTIVE NOVEMBER 1, 2013**

$423.00 for 1-3 acres or fraction thereof

$459.00 for 4-5 acres or fraction thereof

For over 200 acres see chart

**For over 200 acres:** ADD $14.00 for each additional acre or fraction there of over the 200 acre amount.

$65.00 processing fee if no report is required