



# CITY OF WATERLOO

100 West Fourth Street  
Waterloo, IL 62298  
(618) 939-8600

Date: \_\_\_\_\_

## **PROCEDURES FOR PROCESSING SPECIAL USE PERMITS**

*A Special Use Permit is permission by the municipal authority to use property in a way not ordinarily permitted in a given classification.*

- 1) Petition forms may be obtained at City Hall. They must be completed and returned to the Zoning Administrator no later than the 15<sup>th</sup> day of the month preceding the Planning Commission and Zoning Board of Appeals meetings. A fee of \$200.00 is required along with a 2-3-paragraph “letter of intent” explaining your intentions and reasons for the petition. Address it to “The Planning Commission and Zoning Board of Appeals”.
- 2) The Planning Commission reviews these petitions at City Hall on the 2<sup>nd</sup> Monday of the month. The next Planning Commission Meeting is \_\_\_\_\_ at \_\_\_\_\_ p.m. Once the Planning Commission has reviewed the petition, they pass it on the Zoning Board of Appeals with a positive or negative recommendation.
- 2) The Zoning Administrator will supply you with a blank notification letter. This letter is to be completed and sent to all owners of land adjacent to and across from streets and alleys from the subject property. The letters are to be sent via certified mail, return receipt requested at least fifteen days, but no more than 30 days, prior to the Zoning Board of Appeals Meeting. You must provide proof of the certified mailings to the Zoning Board. You are to present the Post Office receipts and returning green cards from the mailings at the Zoning Board of Appeals Meeting at which the petition is heard.
- 4) The Zoning Board of Appeals monthly meetings are held at City Hall. The next scheduled meeting is \_\_\_\_\_ at \_\_\_\_\_ p.m.
- 5) It is necessary for the applicant or an appointed person to be present at each meeting during which the petition is heard.
- 6) Following the Zoning Board of Appeals Meeting, the applicant will receive a letter informing them of the decision of the Zoning Board. A building permit, if required, can then be applied for.

**PETITION FOR SPECIAL USE EXCEPTION/PLANNED BUILDING DEVELOPMENT**

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date of Hearing: \_\_\_\_\_ Fee Paid to City Clerk: \$ \_\_\_\_\_

Date Hearing Held: \_\_\_\_\_ Newspaper: \_\_\_\_\_

Building Permit App. No. \_\_\_\_\_ Date Published: \_\_\_\_\_

Recommendation of Planning Commission: Action of Zoning Board of Appeals:

- Denied  Denied
- Approved  Approved
- Approved with Modification  Approved with Modification

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Instructions to Applicants: Print or type the form. All information required by this application must be completed and submitted herewith. If applicable, an application for building permit must accompany this application.

Name of owner(s), and other interested parties or stockholders of corporation owning the subject property: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Interest of Applicant: \_\_\_\_\_

Has a previous appeal or petition for variance ever been made for subject property?  
No ( ) Yes ( ) If "Yes", list all previous appeals and/or petitions and dates:

\_\_\_\_\_  
\_\_\_\_\_

Address of Subject Property: \_\_\_\_\_

Present Use of Subject Property: \_\_\_\_\_

Present Zoning District of Subject Property: \_\_\_\_\_

Check one of the following regarding the proposed use:

- Public service building, specify type: \_\_\_\_\_
- Public utility building or structure, specify type: \_\_\_\_\_
- Planned single-family residential development
- Planned multi-family residential development
- Planned mobile home park development
- Planned business center development
- Other planned development, specify: \_\_\_\_\_
- Specify type of use proposed: \_\_\_\_\_

