



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

## PROCEDURES TO REQUEST A SPECIAL USE PERMIT

*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 are to 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 will review these petitions at City Hall on the 2<sup>nd</sup> Monday of the month. The next Planning Commission Meeting is \_\_\_\_\_ at 7:30 pm. Once the Planning Commission has reviewed the petition, they pass it on to the Zoning Board of Appeals with a positive or negative recommendation.
3. The Zoning Administrator will mail (at petitioner's expense) to abutting properties a notification letter informing of a request for a Special Use Permit. This letter is sent to all owners of land adjacent to and across from streets and alleys from the subject property. The letters will 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. The Zoning Administrator will provide proof of the certified mailings to the Zoning Board.
4. The Zoning Board of Appeals monthly meetings are held at City Hall. The next scheduled meeting is \_\_\_\_\_ at 7:30 pm
5. It is necessary for the applicant or an appointed person to be present at each meeting during which the petition is heard.
6. The Zoning Board of Appeals shall submit the entire record and a written decision explaining the action taken on a Special Use Permit petition before the next regularly scheduled City Council meeting. At that meeting, the City Council will either affirm or reverse the decision of the Zoning Board of Appeals. The decision of the City Council shall be based only upon the record from the Zoning Board of Appeals hearing.
7. Following the City Council Meeting, the applicant will receive a letter informing them of the decision of the City Council. A building permit, if required, can then be applied for.



PETITION FOR SPECIAL USE PERMIT

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date of Hearing: \_\_\_\_\_ Fee Paid to City Clerk: \$ \_\_\_\_\_
Hearing Location: \_\_\_\_\_ Newspaper: \_\_\_\_\_
Building Permit App. No.: \_\_\_\_\_ Date Published: \_\_\_\_\_
Action of Zoning Board of Appeals: Action of City Council:
[ ] 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 stockholder 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: \_\_\_\_\_

All applications for a special use permit shall file a site plan and meet the requirements of Article IX of the Zoning Ordinance. The following additional information shall be provided

Number of proposed dwelling units, if any: \_\_\_\_\_

Number of proposed structures: \_\_\_\_\_

Number of existing dwelling units: \_\_\_\_\_

Number of existing units: \_\_\_\_\_

Number of proposed dwelling units per structure, if any: \_\_\_\_\_

Number of existing dwelling units per structure, if any: \_\_\_\_\_

Acreage devoted to each type of proposed use: \_\_\_\_\_

Acreage devoted to each type of exiting use: \_\_\_\_\_

Provide other such pertinent information as may reasonably be required to fully describe the proposed development. (*attachments may be used*)

Name of adjacent property owners:

Name	Address	Present Use



**CITY OFFICES**  
100 West Fourth Street  
Waterloo, Illinois 62298  
618.939.8600  
Thomas G. Smith, Mayor

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent to the entry in or upon the premises described in this application by any authorized official of the City of Waterloo, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

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

Applicant: \_\_\_\_\_

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

Owner: \_\_\_\_\_