



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8600
Stanley T. Darter, Mayor

Zoning Administrator
(618) 939-8730

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 15th day of the month preceding the Planning Commission and Zoning Board of Appeals meetings. A fee of \$200.00 plus Certification Mailing fees (total will be given to you once finalized) 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 2nd Monday of the month. The next Planning Commission Meeting is _____ at 7:00 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. The next scheduled meeting is _____ at 7:30pm.
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.



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PETITION FOR SPECIAL USE PERMIT

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

Hearing Location: _____ Newspaper: _____

Building Permit App. No.: _____ Date Published: _____

Action of Zoning Board of Appeals:

- Denied
- Approved
- Approved with Modification

Action of City Council:

- Denied
- Approved
- 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 existing use: _____

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

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: _____



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Name of Adjacent Property Owners:

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____



Adjacent Property Owners, continued:

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____

Name: _____
Site Address: _____
Mailing Address: _____
Present Use: _____
Green Card Rec'd: _____
Comments: _____
