

CITY OF WASHINGTON, ILLINOIS

APPLICATION FOR SPECIAL USE

To have a complete application for a special use, you must submit the following:

- Signed and completed application
- Plat showing subject property and all adjacent properties – See below for plat requirements
- Ownership documentation (lease, deed, mortgage, etc.)
- Accurate legal description obtained from the Warranty Deed
- Application fee of \$100 payable to the City of Washington

Address or location of property: _____

Property Tax ID (PIN) number: _____ - _____ - _____ - _____

Current zoning classification of the property: _____

Current use of the property: _____

What is the Special Use for? _____

How will you meet other requirements of the zoning code (such as parking or landscaping, if applicable)? _____

Name of Applicant: _____ Phone Number of Applicant: _____

Address of Applicant: _____

Owner of Property: _____

Address of Owner: _____

I would like to receive correspondence by: _____ Mail _____ Email Email address: _____

PLAT REQUIREMENTS: Your special use plat must show:

- Building or site plan layout and locations of proposed special uses, including square footage
- Adjacent properties, rights-of-way, streets, roads, railroads, waterways, and other physical features

PUBLIC HEARING: Your case will be referred with staff's recommendation to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the first Wednesday of every month at 6:30 p.m. at Five Points Washington at 360 N. Wilmor Road. At the Planning and Zoning Commission meeting, you will present your request. A special use cannot be recommended by the Planning and Zoning Commission unless the Commission finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

1) The special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare; 2) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity, or substantially diminish or impair property values; 3) The special use will not impede development of surrounding property; 4) Adequate utilities, access roads, drainage, or necessary facilities will be provided; 5) Adequate ingress and egress provided to minimize traffic congestion in public streets; 6) The special use will conform to all other application regulations of the zoning district; and 7) If the special use would not otherwise be acceptable, the Planning Commission may recommend certain conditions be met to make the use acceptable, such as, but not limited to: landscape screening or fencing, specific hours of operation, night lighting or lighting restrictions, parking area requirements, signage restraints, outdoor storage limitations.

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.*

Signature of Applicant

Date

Signature of Owner

Date

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact Jon Oliphant, Planning & Development Director at (309) 444-1135.

FOR OFFICE USE ONLY Case No.: _____

Fee Paid? Y / N / N/A Amount: _____ Date: _____

Plat Submitted? Y / N Date: _____

Landscaping Plan Submitted? Y / N / N/A Date: _____

Documentation of Authority Submitted: _____

Date to go before the Planning and Zoning Commission: _____

Commission Action: _____

Ordinance Review: (first reading) _____ (second reading) _____

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Procedure for Requesting a Special Use

1. The City strongly encourages all petitioners to schedule a pre-application meeting with the planning and development staff to discuss the request.
2. The Petitioner must submit a **completed** application to the Planning and Development Director along with the \$100 fee for providing Legal Notice and conducting the Public Hearing. 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 dimensioned site plan.
3. The City may require special conditions, such as time of operation, which should be discussed in advance. If the property is commercial or industrial use, the petitioner must meet requirements specified in the Landscaping and Screening Ordinance. A landscaping plan must be submitted with the application and approved by the City Planner.
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 and Zoning Commission meeting, which is typically held on the first Wednesday of each month.
5. The public hearing must be held at Planning and Zoning Commission at least fifteen (15) days but not more than thirty (30) days prior to the first reading at City Council.
6. Attendance is required at the public hearing. Once your case is opened for discussion, the chairman 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.
7. Following the public hearing the Planning and Zoning Commission will make a recommendation to the City Council to either approve or deny the special use.
8. City Council will hold two readings for the special use request. The first reading is generally held the first meeting following the public hearing. The second reading is generally held the second meeting after the public hearing. In most cases, your request will be approved or denied at the second reading.

Please contact Jon Oliphant, Planning & Development Director, at 444-1135 with questions.