



**Petition Form for  
Special Use Permit**

**For Office Use Only**

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

\_\_\_\_\_

Docket Number: \_\_\_\_\_

Signed Affidavit Dated: \_\_\_\_\_

**To the Petitioner:**

Anyone who intends to build or establish a use that the Village has designated as a Special Use within the corporate limits of the Village of Elk Grove Village must first complete this petition in all its entirety. The contents of this petition are as follows:

- Petition
- Disclosure of ownership
- Proposed use
- Procedures and fees required
- Review considerations

Please read the entire form and complete every section as thoroughly as possible. If you have any questions, please call Village Manager's Office at (847) 357-4010.



## PETITION FOR SPECIAL USE PERMIT VILLAGE OF ELK GROVE VILLAGE

We, the undersigned, being owners of record of the following described real estate, do hereby request that the following legally described real estate be granted a Special Use under the provisions of the Elk Grove Village Zoning Ordinance, to permit (describe the proposed use or uses):

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**Permanent Real Estate Tax Index No.** \_\_\_\_\_

**Assessed Valuation** 20\_\_\_\_ \_\_\_\_\_

(last 3 years) 20\_\_\_\_ \_\_\_\_\_

20\_\_\_\_ \_\_\_\_\_

• **Attach Legal Description of Property**

**Owners of Record:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_  
**(Address City, State)**

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Petitioner's Name:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

\_\_\_\_\_  
**(Address City, State)**

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_



## **Disclosure of Ownership**

1. When submitting documentation required for the Petition of Special Use, the **petitioner is required to submit fifteen (15) packets of all required and supporting documentation for the petition.** The petitioner is **REQUIRED** to submit fifteen (15) packets of the following information **(if the Petitioner is proposing a Food Use or Daycare, a sixteenth (16) packet needs to be submitted):**

- A **Letter of Transmittal** detailing the existing and intended use of the property, reason for Special Use, property alterations, pertinent business operational information, variations requested, or any information of note that may be beneficial for staff and Plan Commission review.
- Copies of current **Plat of Survey** of the property including legal description, location of existing buildings and structures.
- Copies of all **covenants, conditions, or restrictions** concerning types of improvements, setbacks, area or height requirements, occupancy or use limitations, etc., placed on the property and now of record.
- A copy of most recent receipted **tax bill**.
- Current property **photographs** and **renderings** of the property, if applicable.
- Proposed **Site Plan**, if applicable, as well as a **Parking Plan**.

If property is:

- Owned by the individual(s);
  - > **Title Tract Search**, or
  - > One **copy** of the **latest recorded deed with affidavit**
- Administered by a trust;
  - > One **certified copy** of the **trust agreement, trust deed** and a **list of beneficiaries**

\* Has the property been, or is now, the subject of any other action by the Village? \_\_\_\_\_  
**If YES, give details on a separate sheet of paper.**



## **VILLAGE OF ELK GROVE VILLAGE, ILLINOIS**

### **Petition for Special Use Permit**

#### **I - INITIATION:**

The following procedures are necessary for a completed petition for a Special Use Permit:

#### **A. Documents required (15 Packets of all submitted information):**

1. **Petition** (attached) completed in full.
2. Current evidence of **Title to property**.
3. **Plat of Survey**, no smaller than 11" x 17" or larger than 30" x 36", of the property showing:
  - a. The location, size and use of all existing buildings and structures.
  - b. The proposed use of the property.
  - c. Which portion, if any, of the subject property is in the flood plain.
4. Detailed **Site Plan** not to exceed 24" x 36" sheet size.
5. **Legal description of the property**.
6. **Photographs**, both aerial and land based, of the area for which the Special Use is requested.
7. Any additional supporting documents for the petition.

#### **B. Fees:**

Submit a check made payable to the Village of Elk Grove Village to meet the following:

1. \$150.00: Filing Fee.
2. \$250.00: Deposit to cover the cost of a court reporter's transcribing the public hearing procedures before the Plan Commission. The petitioner is responsible for payments in excess of the \$250.00 fee, should the deposit be insufficient to cover actual costs.

Documents and fees are to be submitted to the Village Clerk's Office, 901 Wellington, Elk Grove Village, Illinois 60007.



## **II - REVIEW AND PROCESSING:**

Upon receipt of the petition for Special Use and fees, the Village Clerk will forward the petition to the Village Manager's Office who will:

- A. Examine the request for compliance with the above requirements for information, documents and fees. Incomplete inquiries will be returned to the petitioner for his action. Step "B" will be taken when all petition requirements have been fulfilled.
- B. Distribute petition and required documents for departmental review and comment. Departments will submit written comments to Village Manager's Office within 10 business days of distribution.
- C. Department comments will be communicated to applicant for correction on revised plans.
- D. When your application is determined to be complete by staff, the petition will be presented to the Board of Trustees for consideration to schedule a public hearing before the Plan Commission.
- E. In consultation with the hearing body, a date will be scheduled for the public hearing to be held. The Village Clerk will notify you in writing when the hearing date is established and enclose a copy of the legal notice for your record.
- F. Forward the petition to the Plan Commission. The Plan Commission will hold a public hearing on the petition as required by State Statute. The Plan Commission will submit its recommendation and finding of fact to the Mayor and Board of Trustees for a final action.

## **III - PUBLIC HEARINGS:**

- A. It should be noted that the Petitioner must be present at the public hearing unless represented by counsel and/or authorized agent. (See enclosed Resolution No. 29-90)
- B. Advertisement Procedures:

The Village has established certain procedures and outlined the responsibilities for the processing of applications and notifications of interested individuals prior to the conducting of a public hearing. We solicit your cooperation in discharging your responsibility as the petitioner.

**After your application is determined by the Village to be complete and the Board of Trustees has approved the petitioner for a public hearing before the Plan Commission, the Village will:**

- 1. Notify the petitioner in writing when the hearing date is established and enclose a copy of the legal notice for your record.
- 2. Prepare and place the legal notice for publication in a newspaper of general circulation within the Village of Elk Grove Village not more than 30 days nor less than 15 days in advance of such hearing.



3. Prepare and distribute notices of the public hearing to all property owners and/or residents within 300 feet of the subject property and distribute notice to other interested parties if deemed necessary.

Written notice shall be served in person or by mail not more than 30 days nor less than 10 days prior to the scheduled public hearing date.

**As the PETITIONER, it is your responsibility:**

1. To post at each street frontage of the subject property, a wooden or metal sign(s) four (4) feet by eight (8) feet in size with letters of specified size as to be clearly legible to public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing. The sign(s) shall list, briefly:
  - a. The nature and purpose of the hearing.
  - b. The common address or location of the property in question.
  - c. The approximate area size of the subject property.
  - d. The time and place of the hearing.(See Attached "Sample Signage for a Public Hearing" Example)

2. To remove the sign(s) within five days after the public hearing is held.

Based on the above procedures the minimum time required between receipt of your complete petition and a public hearing on your petition will be at least forty-five (45) days. Due to meeting schedules, newspaper publication schedules, and other petitions under consideration more than 45 days may be necessary before your hearing can be held.

**IV - FINAL ACTION:**

Upon receipt of the recommendations and findings of fact from the Plan Commission, the Mayor and Board of Trustees at a Village Board Meeting will:

- A. Deny the request.
- B. Approve the request with or without modification.
- C. Adopt appropriate ordinance.



**Below is a list of recommended items to be included in your Letter of Transmittal as part of the petitioner submission:**

- Written justification for Special Use, Land Use Variation, or other Variations
- Why the special use is deemed necessary for the public convenience at this location.
- How the Special Use will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
- Proposed number of employees, which should include full-time and part-time.
- Hours of operation.
- For automotive Special Uses, please identify the total number of workstations and spray booths (you should also provide an internal layout).
- How you plan on addressing outdoor storage of material, equipment, debris, etc.

**When submitting a site plan with your petition, the below information is required to be shown or provided in writing:**

- Property lines, proposed or existing streets and adjacent curb lines, service areas, north arrow and scale, and the area of the subject site/property (acres and/or square feet).
- Exact locations of all buildings, structures, utility structures, streets and sidewalks, access facilities, including on-site vehicular geometry, and proposed utility work in the right-of-way.
- Square footage of all existing and proposed buildings.
- Number and location of required and provided parking spaces, including dimensions, handicapped parking spaces and appropriate signs.
- Locations and dimensions of required yards and transitional buffer yards.
- Locations and dimensions of walks, fences, and exterior lighting structures.
- Dumpster, refuse and recycling locations and screening treatment.
- A landscape plan showing exact location, size, quantity and type of all existing and proposed landscaping, and exterior mechanical equipment and proposals for screening. Lawn areas should be indicated as seed or sod.
- Signage plan for the project, showing all existing and proposed signage with locations, dimensions, and numbers. (A separate application is required for signage.)
- Existing and proposed topography, as well as structure height if petition is in or near a residential district.



## Site Visit Authorization

I hereby grant employees of the Village of Elk Grove Village, their agents, and members of the Elk Grove Village Plan Commission permission to enter on the property located at the following:

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

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to Elk Grove Village Plan Commission Petition for the above-cited property.

	_____ Signature of Owner	_____ Date
If Owner is a Corporation Or Partnership	By _____  _____	_____
	Title	Date
If property is Leased	_____ Signature of Lessee	
If Lessee is a Corporation Or A Partnership	By _____  _____	_____
	Title	Date





# SAMPLE SIGNAGE FOR A PUBLIC HEARING

- Signage must be posted on each street frontage of the subject property.
- Sign must be constructed of wood or metal.
- Size of the sign must be four feet (4') by eight feet (8') with letters of sufficient size as to be clearly legible to public view.
- Sign must contain at a minimum, the information listed below:
  - a. The nature and purpose of the hearing.
  - b. The common address or location of the property in question.
  - c. The approximate area size of the subject property.
  - d. The time and place of the hearing.

## NOTICE OF PUBLIC HEARING

For the Purpose of \_\_\_\_\_

Location:

Address of Property in Question  
Property Identification Number

Size of the Property:

X.XX Acres

**Date of Public Hearing:**

**Wednesday, Month Date, Year**

**Time of Public Hearing:**

**7:00 P.M.**

Public Hearing Address:

Charles J. Zettek Municipal Complex  
Council Chambers  
901 Wellington Avenue

For Details, Please Contact the Village Clerk's Office at (847) 357-4040



The sign(s) must be posted at least ten (10) consecutive days prior to the public hearing. In addition, the sign(s) must be removed within five days after the public hearing is held.