

# **VILLAGE OF PEOTONE**

## **SPECIAL USE PERMIT REQUEST APPLICATION PACKET**

**208 East Main Street  
P.O. Box 430  
Peotone, IL 60468  
708-258-3279**

## **INSTRUCTIONS FOR SPECIAL USE PERMIT PROCESS**

The petitioner must submit two (2) completed copies of the petition, along with a non-refundable \$200 filing fee, to the Village Clerk.

When any review of any matter of the petition requires review by outside consultants to be hired by the Village, the petitioner is responsible for reimbursement to the Village for these costs. The Village may require an escrow of 110% of the estimated cost for payment of the consulting services. It is the responsibility of the petitioner to request the return of any unexpended escrow balances.

The Village Clerk will forward the petition to the Zoning Department for processing. Providing all information necessary to process the petition is in order, a public hearing will be scheduled within 30 days of the date of submittal or from the last day all required supporting documentation is submitted, which ever is later. The regular meeting of the Planning and Zoning Commission is the fourth Wednesday of every month.

It shall take a concurring vote of four (4) members of the Commission to recommend approval of any petition. All recommendations shall be made at a public meeting by motion made, seconded, and the Chairman polling the membership by a roll call vote.

After recommendation by the Planning and Zoning Commission, the Village Board shall act on the written recommendation within 30 days of the date the written recommendation is received by the Village Clerk.

The Village will place the appropriate legal notice, of the public hearing, in a newspaper of general circulation in the Village, not more than 30 days nor less than 15 days prior to the public hearing, in accordance with state law.

If the petitioner is other than the owner of the property, the owner must sign the petition, in addition to the petitioner.

## **PUBLIC HEARING PROCEDURE**

1. The applicant may appear on his own behalf or be represented by counsel or agent.
2. All witnesses shall testify under oath.
3. The application or his representative may make a statement outlining the nature of his request prior to introducing evidence.
4. Evidence shall be presented in the following order:
  - a. Applicant presents evidence
  - b. Commission cross examines applicant, witnesses, or evidence
  - c. Attendees may ask questions of applicant, witnesses, or evidence
  - d. Objectors present evidence
  - e. Commission cross examines objector, witnesses, or evidence.
  - f. Attendees may ask questions of objector, witnesses, or evidence
  - g. Rebuttal by applicant
  - h. Rebuttal by objectors
  - i. Closing of public comment portion of hearing
  - j. Compilation of findings of fact by Commission
  - k. Recommendation by Commission
5. The Commission shall not be bound by the strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent or unduly repetitious testimony or other evidence.
6. An applicant or objector, or his agent or attorney, may submit a list of persons favoring or opposing the application. Such list will be accepted as an exhibit if it contains nothing more than a brief statement of the position of the persons favoring or opposing the appeal, together with the signature of the persons subscribing to such statement.
7. The Chairman shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Commission.
8. Right of appeal, if denied, shall be in accordance with state law.

**PLANNING AND ZONING COMMISSION  
VILLAGE OF PEOTONE, ILLINOIS  
PETITION FOR SPECIAL USE**

<b>Village Use Only</b>
Application Rec'd: _____
Fee Paid: _____
P & Z Hrg. Date: _____
P & Z Action: _____
Vill. Bd. Date: _____
Vill. Bd. Action: _____

**Case No.** \_\_\_\_\_

Pursuant to the Village Code of Peotone, as amended, the undersigned hereby files this Petition, with the applicable filing fee, to the Village Clerk requesting a special use in accordance with the provisions of the Zoning Ordinance of the Village of Peotone, Will County, Illinois.

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

Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
Email \_\_\_\_\_

Owner, if different: \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_  
FAX \_\_\_\_\_  
Email \_\_\_\_\_

Attorney, if applicable: \_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

1. This is a request to allow special use number \_\_\_\_\_, which relates to \_\_\_\_\_, in a \_\_\_\_\_ zoning district.

2. Description, use, and present zoning of property (attach a plat of survey of the property):

Parcel ID Number: \_\_\_\_\_

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

Lot Size: \_\_\_\_\_, or \_\_\_\_\_ acres

Legal Description (Attach additional sheet if necessary): \_\_\_\_\_

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



10. Address each of the following standards, indicating how they relate to your request.
- (a) How will the establishment, maintenance or operation of the special use proposed not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare of the citizens of the Village?
  
  - (b) Explain how will the proposed special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood?
  
  - (c) Explain how the proposed special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?
  
  - (d) Are there, or will there be provided, adequate utilities, access roads, drainage, and/or other necessary facilities to support the proposed special use. Explain in detail.
  
  - (e) What measures have been or will be provided to insure that ingress and egress is designed to minimize traffic congestion in the public streets?
  
  - (f) How will the proposed special use be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not be contrary to the objectives of the current Comprehensive Plan for the Village?

- (g) What measures have been or will be taken to allow adequate parking areas for the proposed special use and that areas are properly located and suitably screened from adjoining residential uses, and the entrance and exit driveways to and from these parking areas shall be designed so as to prevent traffic hazards?
  
- (h) Explain how the proposed special use will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village.
  
- (i) Explain how the proposed special use will not involve activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
  
- (j) Will the proposed special use increase the potential flood damage to adjacent property?
  
- (k) Will the special use result in destruction, loss, or damage of natural scenic or historic features of major importance to the Village?

- (1) Will the proposed special use, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Trustees?

(Add additional sheets if necessary)

I hereby verify, under oath, that I am personally familiar with all of the facts stated herein and that such are true and correct.

\_\_\_\_\_  
Petitioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner, if different from petitioner

\_\_\_\_\_  
Date

I, \_\_\_\_\_, a Notary Public in and for the State of Illinois, hereby state that on the \_\_\_\_\_ day of \_\_\_\_\_, 2003, the above captioned petitioner appeared before me and, under oath, stated that all matters contained in this zoning petition are true.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

If owner is a corporation or trust, attach name of trust, trust number, trust date, and list of all officers and trustees.