



Special Use Permit Application
Village of Channahon
Development Department

CHANNAHON USE ONLY
Payment Type: _____
Payment Amount: _____
Check #: _____
PAID STAMP HERE

The undersigned applicant(s) request(s) the corporate authorities of the Village of Channahon to approve the following application for a Special Use Permit in the Village of Channahon and in support of said application, state(s) as follows:

PROPERTY INFORMATION

Property Address or Location: _____

Legal Description: _____

Subdivision Name: _____

Subject Property Acreage: _____

Property PIN #: _____

Present Zoning: _____

Present Land Use: _____

Future Land Use: _____

(In accordance with the Village Comprehensive Plan)

Surrounding Zoning: N ____ S ____ E ____ W ____

Surrounding Land Use: N ____ S ____ E ____ W ____

Proposed Special Use: _____

APPLICANT INFORMATION

Owner of Subject Property: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Applicant: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Attorney: _____

Address: _____

Telephone Number: _____

Email: _____

Engineer or Project Manager: _____

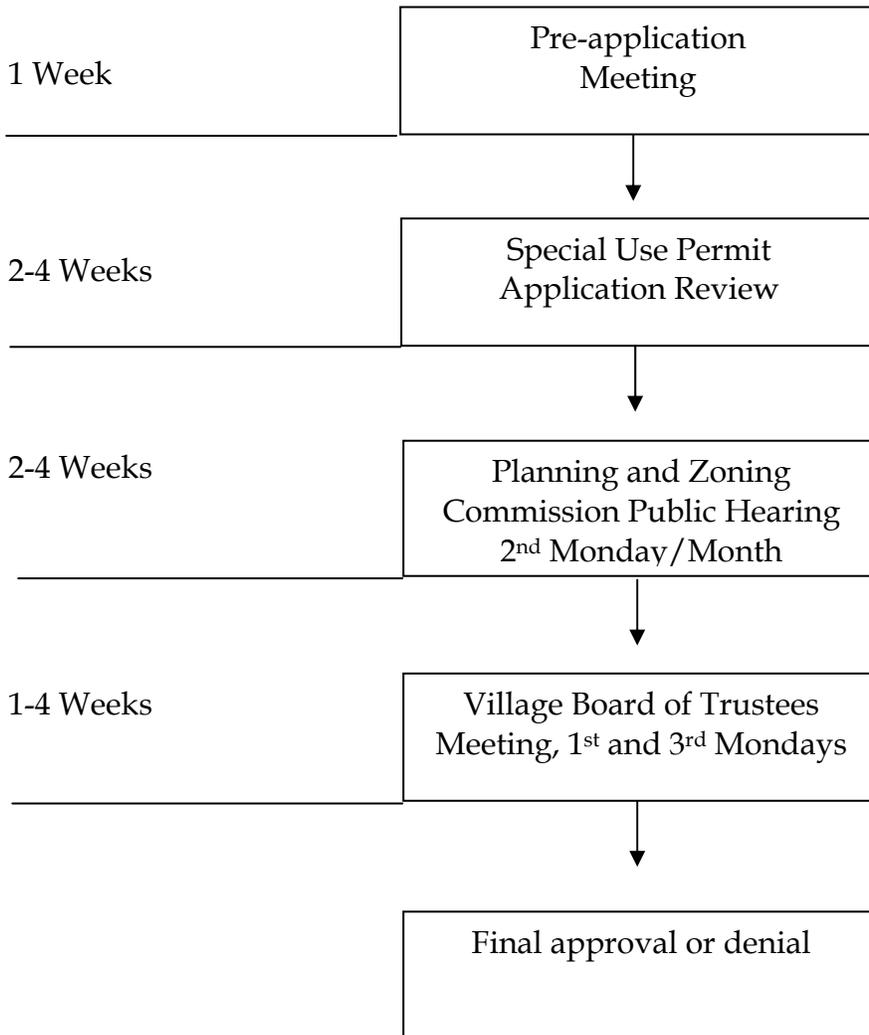
Address: _____

Telephone Number: _____

Email: _____

Timeline

SPECIAL USE PERMIT PROCESS



Special Use Permit Application Checklist

All required information must be provided at the time of submittal unless otherwise noted. Incomplete applications are unacceptable under any circumstances.

1. Pre-application meeting with the Village Development Department.
2. Original application form typed or neatly printed in ink, and notarized properly.
3. Check made payable to the Village of Channahon in the amount specified on the fee schedule.
4. Proof of ownership of the parcel and/or applicant's interest therein.
5. Justification letter that must address:
 - ◆ Reason for Special Use request
 - ◆ Acknowledgment of the Section 156.199.E stating the standards of the Special Use Permit. (attached)
6. Two certified plat of surveys scaled at 1:100 with legal description of the entire property, including statement of amount of acreage involved.

Frequently Asked Questions and Answers

Processing Time: Approximately four (4) to six (6) weeks.

How detailed should my justification letter be:

Your justification letter should clearly state in a detailed format any specific information that may help in the review and approval process. Your reason for applying for a special use permit should be clearly defined and you should address the standards of approval of the Village Code Section 156.199E that are used to evaluate the application.

What is the cost of the Special Use Permit?

The cost of the special use permit is subject to the fee schedule of the Village and may change. The current cost of the Special Use Permit is \$250, but the applicant is strongly encouraged to ask for the most current fee before submittal.

Will the special use permit fee be refunded if it is denied?

The fee for the Special Use Permit is non-refundable.

Chapter 156 "Zoning Regulations"
Section 156.199.E

(E) Standards.

(1) No special use permit may be granted unless:

(a) The proposed use is designated by this chapter as a special use in the district in which the use is to be located.

(b) The proposed use will comply with all applicable regulations in the district in which the use is to be located.

(c) The location and size of the proposed use, the nature and intensity of the operation involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it are such that it will be in harmony with the appropriate and orderly development of the district in which it is located.

(d) The location, nature and height of buildings, walls and fences, and the nature and extent of the landscaping on the site are such that the use will not unreasonably hinder or discourage the appropriate development and use of adjacent land and buildings.

(e) Parking areas will be of adequate size for the particular use, properly located and suitably screened from adjoining uses, and the entrance and exit drives will be laid out so as to prevent traffic hazards and nuisances.

(f) The proposed use will not cause substantial injury to the value of other property in the neighborhood.

(g) Conditions in the area have substantially changed, and at least one year has elapsed since any denial by the Village Board of any prior application for a special use permit that would have authorized substantially the same use of all or part of the site.

Chapter 156 “Zoning Regulations”
Public Notices 156.200.E

(E) Notice required prior to the amendment of any zoning district or the issuance of any special use permit.

(1) The petitioner for an amendment to the zoning map or for the issuance of a special use permit shall post notice of the public hearing on the property for which the amendment or special use is sought. The petitioner and/or his assigned agent is required to erect at least one sign for every 500 linear feet of street frontage with a minimum of one sign on each street abutting the property. The signs required herein shall be provided by the village and must be posted not more than 30 nor less than 15 days prior to the public hearing. The petitioner shall provide a sworn certificate to the Planning and Zoning Commission that the signs required herein were posted upon the subject property in accordance with this chapter.

(2) The petitioner shall also give written notice of the proposed amendment or special use permit to the owner of record, as shown on the record of the local real estate tax collector, of all lots lying within 250 feet, exclusive of public right-of-ways, of the property line for which the amendment or special use is sought. The written notice shall be delivered personally or may be sent by certified or registered mail, properly addressed, with sufficient postage or affixed thereon, with return receipt requested. The petitioner shall file with the Village Clerk a sworn affidavit with copies of the notice showing the names and addresses of the persons to whom the written notice was sent. The affidavit shall create a presumption of the giving of the notices, any notice returned “unclaimed” shall be considered effective. The notice required herein shall be mailed not more than 30 nor less than 15 days prior to the public hearing and shall minimally recite the amendment or special use sought; the location of the property involved; the common address, if any; the name of the petitioner; and the date and time for the public hearing.

(3) The failure to provide written notice or post signs as required herein shall be grounds for denial or deferral of the petition; however, the notice and signage are not jurisdictional. Amendments or special uses duly approved by the appropriate village authority shall not be set aside because of a failure to give written notice or post the signs as required herein.