



## PLANNING AND ZONING APPLICATION

### APPLICATION REQUEST(S)

Check all that apply.

- Concept Plan     
  Variation     
  Special Use Permit     
  Rezoning     
  Annexation  
 PUD - Special Use Permit     
  Preliminary Plat of Subdivision     
  Final Plat of Subdivision     
 Final Site Plan     
 Amendment to Checked Item(s)

The undersigned applicant(s) request(s) the corporate authorities of the Village of Channahon to approve the following application for above checked item(s) in the Village of Channahon and in support of said application, state(s) as follows:

### PROPERTY & REQUEST INFORMATION

Address of Request \_\_\_\_\_

Project Name \_\_\_\_\_

PIN \_\_\_\_\_

General Location \_\_\_\_\_

Property Size \_\_\_\_\_

Present Zoning \_\_\_\_\_

Previous Zoning \_\_\_\_\_

Present Land Use \_\_\_\_\_

Proposed Land Use \_\_\_\_\_

Reason for Request/Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Building Permit Submitted?     Yes     No                      If yes, for what? \_\_\_\_\_

Complete the following Development information if applicable:

Development/Subdivision Name \_\_\_\_\_

Type of Development:     Residential     Commercial     Industrial     Institutional

Number of Units/Lots (if applicable) \_\_\_\_\_

Buildings/Improvements on Property to Remain or be Removed? (describe) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Floodplain areas present on property?     Yes     No     Unsure

Professional Fee Agreement submitted?     Yes     No     N/A

## APPLICANT INFORMATION

### **Applicant/Developer:**

Owner       Contract Purchaser       Lessee       Agent for

\_\_\_\_\_  
**Primary Contact**

\_\_\_\_\_  
**Business Name**

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

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

### **Property Owner (if different than applicant):**

\_\_\_\_\_  
**Name**

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

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

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## PROJECT TEAM

### **Attorney**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Company**

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

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

### **Engineer**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Company**

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

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

### **Planning/Landscape Architect Consultant**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Company**

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

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Fax**

## PROJECT TEAM (CONTINUED)

### Architect

<hr/> <b>Name</b>	<hr/> <b>Company</b>
<hr/> <b>Address (City, State, Zip)</b>	
<hr/> <b>Email</b>	
<hr/> <b>Phone</b>	<hr/> <b>Fax</b>

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### SUBMITTED MATERIALS REQUIRED

- Legal Description of Property (hard copy)
- Legal Description of Property (emailed to kjames@channahon.org)
- Disclosure of Beneficiaries Form - completed, original
- Fee(s), Non-Refundable  
*(all that apply)*
  - Concept Plan: No charge
  - Variation: \$200
  - Special Use Permit: \$250
  - Rezoning: \$250
  - Annexation/Agreement: No charge
  - PUD - Special Use Permit: \$500
  - Preliminary Plat:   5 acres or less               = \$100  
                                  Over 5 acres, less than 10       = \$150  
                                  Over 10 acres, less than 20   = \$200  
                                  Over 20 acres                       = \$250
  - Final Plat: \$200 + \$10 per lot over 10 lots
  - Final Site Plan: \$200 + \$10 per lot over 10 lots
- Amendment request(s) fees are the same as above listed fees.*
- Variance, Special Use Permit and/or PUD Supplement(s)
- Plat of Survey, to Scale and Current
- For Variation(s): Marked up Plat of Survey illustrating requested variation(s)
- Any specific information, which may help in the review and approval process

#### *Applicable for New Development and/or Use:*

- 4 full-size, folded, collated copies of all applicable plans including but not limited to the following:  
Site Plan with Complete Site Data, Preliminary/Final Plats, Architectural Elevations (Color and Black-Line) including Signs, Photometric Plan with Lighting Specifications, Tree Survey, Landscape Plan
- 1 copy of proposed covenants and restrictions
- Detailed description of business, proposed hours of operation, number of employees

## APPLICANT SIGNATURES

The undersigned below hereby certifies that he/she is the owner of the described property and has authorized an agent, which both agree to abide by all Ordinances, regulations, and codes of the Village of Channahon as are in full force and effect on the date of the consideration of this application by the Corporate Authorities. The owner or applicant(s) also agree(s) to pay any and all fees, costs and expenses of the Village of Channahon, including professional fees that are necessary and required to act on this application.

\_\_\_\_\_  
**Project Address**

\_\_\_\_\_  
**Owner's Name (print)**

\_\_\_\_\_  
**Applicant's Name (print)** *If different than owner*

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

*Add additional sheets, if necessary*

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## STAFF USE ONLY

\_\_\_\_\_  
**Applicable Code Sections**

\_\_\_\_\_  
**Comprehensive Plan**

**Zoning:**    N- \_\_\_\_\_                    S- \_\_\_\_\_                    E- \_\_\_\_\_                    W- \_\_\_\_\_

\_\_\_\_\_  
**Sub Area**

\_\_\_\_\_  
**Professional Fee ID**

\_\_\_\_\_  
**Submittal Date**

\_\_\_\_\_  
**Received By**

\_\_\_\_\_  
**Payment Type:**

\_\_\_\_\_  
**Check #**

\_\_\_\_\_  
**Fees Paid**

# Special Use Permit Application Supplement

Date: \_\_\_\_\_

Address:
Applicant:
Request(s):

## **Standards of Review**

Please provide justification as to how the request meets the following Standards for Approval as set forth in the Village of Channahon Municipal Code. Additional sheets may be attached, if necessary.

Per Municipal Code section 156.199(E) no special use permit may be granted unless the request meets the following standards:
(a) Is the proposed use designated as a special use in the district in which the use is to be located? Describe the requested use.
(b) Would the proposed use comply with all applicable regulations in the district in which the use is to be located? Describe any proposed improvements.
(c) Would 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 be in harmony with the appropriate and orderly development of the district in which it is located? Describe the relationship of the proposed use to the surrounding area, including business operations and provided services.

(d) Would the location, nature and height of buildings, walls and fences, and the nature and extent of the landscaping on the site unreasonably hinder or discourage the appropriate development and use of adjacent land and buildings. Describe the relationship of the site improvements with the surrounding area.

(e) Would the parking areas be of adequate size for the particular use, properly located and suitably screened from adjoining uses, and the entrance and exit drives be laid out so as to prevent traffic hazards and nuisances? Describe the anticipated traffic patterns and parking demands of the use.

(f) Would the proposed use cause substantial injury to the value of other property in the neighborhood? Describe the relationship of the proposed use to the surrounding area,.

(g) Has any prior application for a special use permit that would have authorized substantially the same use of all or part of the site been denied by the Village Board within the last year? If so, have conditions in the area substantially changed?

**Required Public Notices**

Unless otherwise confirmed below by acknowledgement of intent to complete notices, the Village of Channahon will complete all ordinance required public notice postings no less than 15 days and no more than 30 days prior to the scheduled public hearing. Such notices include the following:

- Posting of a sign on the subject property every 500 linear feet of street frontage with a minimum of 1 sign on each street abutting the property;
- Public Notice in a newspaper of general circulation;
- Written notice with certified return receipt 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 right-of ways, of the property line for which the request is sought.

**Only if Petitioner chooses to complete written notices.** As petitioner I would like to complete the required written notices and take full responsibility for the accuracy and timeliness of said notices. Prior to mailing said notices I will confirm with village staff the ordinance required content of the letters, method of sending letters and required affidavit of notice.

X \_\_\_\_\_

Applicant's Signature

STATE OF ILLINOIS	
	) SS.
COUNTY OF WILL	)
The undersigned hereby authorize the filing of the aforesaid request, and understands that the owner or authorized agent must be present at the public hearing to present the request to the Planning and Zoning Commission.	
<p>X _____</p> <p>OWNER or APPLICANT'S SIGNATURE</p>	<p>NOTARY PUBLIC:</p> <p>Sign: _____</p>
<p>SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, and who has provided the proper identification and who did take an oath.</p>	<p>AFFIX STAMP HERE</p>

VILLAGE OF CHANNAHON

DISCLOSURE OF BENEFICIARIES

I. PETITIONER \_\_\_\_\_  
NAME COMPANY

ADDRESS

CITY STATE ZIP CODE

II. NATURE OF THE BENEFIT SOUGHT: \_\_\_\_\_  
\_\_\_\_\_

III. NATURE OF APPLICANT (please circle one of the following):

- a. Natural Person
- b. Corporation
- c. Land Trust/Trustee
- d. Trust/Trustee
- e. Partnership
- f. Joint Venture
- g. Limited Liability Company

IV. If the applicant is an entity other than described in Section 3, please state the nature and characteristics of the applicant: \_\_\_\_\_  
\_\_\_\_\_

V. If your answer to Section 3 is anything other than (a) please identify every owner and beneficiary having any interest, real or personal, in such property, and every member, shareholder, limited partner, or general partner entitled to receive more than 7½% of the total distributable income of any limited liability company, corporation, or limited partnership having interest in the property. However, if the interest, stock, or shares in a limited liability company, corporation, or general partnership is publicly traded and there is no readily known individual having greater than 7½% interest, then a statement to such effect should be attached hereto.



<u>NAME</u>	<u>ADDRESS</u>	<u>INTEREST</u>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____

**NOTE: If your answer to Section 5 identifies an entity other than a natural person, then the same disclosure must be made for each entity.**

**VI. PERSON MAKING THE DISCLOSURE ON BEHALF OF THE PETITIONER:**

_____		
NAME	CAPACITY	
_____		
ADDRESS		
_____		
CITY	STATE	ZIP CODE
_____		

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained herein are true in both substance and fact.

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure.

By: \_\_\_\_\_

Signed and sworn to before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(Seal)