



VILLAGE OF CHANNAHON

24555 S. NAVAJO DRIVE • CHANNAHON, ILLINOIS 60410 •
 (815) 467-6644 • FAX (815) 467-9774 • www.channahon.org

Planning and Zoning Application

Application Request(s)

(Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> PUD – Special Use Permit |
| <input type="checkbox"/> Variation | <input type="checkbox"/> Preliminary Plat of Subdivision |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Final Plat of Subdivision |
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Final Site Plan |
| <input type="checkbox"/> Annexation | <input type="checkbox"/> 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:	Proposed Zoning:
Present Land Use:	Proposed Land Use:
Reason for Request:	
Building Permit Submitted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, For What?:	
<i>Complete the Following Development Information if Applicable:</i>	
Development/Subdivision Name:	
Type of Development: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional	
Number of Units/Lots (if applicable):	
Buildings/Improvements on Property to Remain or be Removed? (describe)	

Floodplain Areas Present on Property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unsure
Professional Fee Agreement Submitted?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Applicant Information

Applicant/Developer: Owner Contract Purchaser Lessee Agent For

Primary Contact:		
Business Name:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Property Owner (if different than applicant):

Name:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Project Team (complete all that apply)

Attorney

Name:		
Company:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Engineer

Name:		
Company:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Planning/Landscape Architect Consultant

Name:		
Company:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Architect:

Name:		
Company:		
Address:		
City:	State:	Zip Code:
Email:		
Phone:	Fax:	

Submittal Materials Required

<input type="checkbox"/> Legal Description of Property (hard copy)			
<input type="checkbox"/> Legal Description of Property (emailed to kjames@channahon.org)			
<input type="checkbox"/> Disclosure of Beneficiaries Form – completed, original			
<input type="checkbox"/> Fee(s), Non-Refundable (all that apply)	<input type="checkbox"/> Concept Plan: No Charge		
	<input type="checkbox"/> Variation: \$200		
	<input type="checkbox"/> Special Use Permit: \$250		
	<input type="checkbox"/> Rezoning: \$250		
	<input type="checkbox"/> Annexation/Agreement: No Charge		
	<input type="checkbox"/> PUD – Special Use Permit: \$500		
	<input type="checkbox"/> 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
	<input type="checkbox"/> Final Plat: \$200 + \$10 per lot over 10 lots		
	<input type="checkbox"/> Final Site Plan: \$200 + \$10 per lot over 10 lots		
Amendment requests fees are the same as above listed fees.			
<input type="checkbox"/> Variance, Special Use Permit and/or PUD Supplement(s)			
<input type="checkbox"/> Plat of Survey, to Scale and Current			
<input type="checkbox"/> For Variation(s): Marked up Plat of Survey Illustrating Requested Variation(s)			
<input type="checkbox"/> Any Specific Information, which May Help in the Review and Approval Process			
<i>Applicable for New Development and/or Use:</i>			
<input type="checkbox"/> 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			
<input type="checkbox"/> 1 Copy of Proposed Covenants and Restrictions			
<input type="checkbox"/> 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):

X

Owner's Signature

X

Applicant's Signature

Date:

Add additional sheets, if necessary

Date:

If different than owner

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:

Variation Application Supplement

Date: _____

Address:
Applicant:
Request(s):

Authorized Variations

Check the category of Variation request(s) that applies:
<input type="checkbox"/> To permit any yard or setback less than a yard or a setback required by the applicable regulations
<input type="checkbox"/> To permit the use of a lot or lots of record on the effective date of this chapter for a use otherwise prohibited solely because of insufficient area or width of the lot or lots, but in no event shall the respective area and width of the lot or lots be less than 90% of the required area and width
<input type="checkbox"/> To permit the same off-street parking facility to qualify as required facilities for two or more uses, provided that substantial use of such facility by each user does not take place at approximately the same hours of the same days of the week
<input type="checkbox"/> To reduce the applicable off-street parking or loading facilities required by 20% of the applicable regulations
<input type="checkbox"/> To increase by not more than 25% the maximum distance that required parking spaces are permitted to be located from the use served
<input type="checkbox"/> To increase by not more than 20% the gross area of a sign
<input type="checkbox"/> To modify any requirement of Zoning Regulations 156.023 Accessory Buildings

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 156.197(C) the Planning and Zoning Commission shall not vary the provisions of Zoning Regulation chapter, unless it shall have made findings based upon the evidence presented to it in the following cases:
(a) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.

(b) The plight of the owner is due to unique circumstances.

(c) The variation, if granted, will not alter the essential character of the locality.

For the purpose of supplementing the above standards, the Planning and Zoning Commission, in making this determination whenever there are practical difficulties or particular hardship, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:

(d) The particular physical surroundings, shape or topographical conditions of the specific property involved will bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.

(e) The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zone's classification.

(f) The purpose of the variation is not based exclusively upon a desire to make more money out of the property.

(g) The alleged difficulty or hardship has not been created by any person presently having an interest in the property.

(h) The granting of the variation will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located.

(i) The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

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.	
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p style="font-size: 2em; margin: 0;">X</p> <hr style="border: 0.5px solid black;"/> <p style="margin: 0;">OWNER or APPLICANT'S SIGNATURE</p> </div>	<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>

<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)