



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:

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) 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.

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>

<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)