

Permit No. \_\_\_\_\_

# SPECIAL USE PERMIT APPLICATION



Village of North Utica • P.O. Box 188 • Utica, IL 61373  
Phone: (815) 667-4111 • Fax: (815) 667-4679

Applicant Name \_\_\_\_\_ Applicant Phone Number \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

Full Construction Address \_\_\_\_\_

Property Owner Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Full Mailing Address \_\_\_\_\_

Subdivision \_\_\_\_\_ Lot Size \_\_\_\_\_ Parcel # (Tax I.D. #) \_\_\_\_\_

Present use of the property \_\_\_\_\_ Current Zoning Classification \_\_\_\_\_

Specifically state the purpose of the Special Use requested and why it should be granted. The reason should be clearly identified. Use additional sheets of paper if necessary:

### **Standards for Approval:**

The Planning Commission must make a finding of facts that all of the following conditions are shown to be present prior to recommending the granting of a Special Use Permit:

1. The use is necessary or desirable to provide a service which is in the interest of public convenience.
2. The use will cause no additional threat to public health, safety, or welfare or creation of a nuisance.
3. The use will cause no additional public expense for flood protection, fire rescue or relief operations, policing, or repairs to roads, utilities, or other public facilities.
4. The use will not unduly increase traffic congestion on public roads and highways.
5. The use will not alter the essential character of the property or neighborhood in question.
6. The use meets other requirements of the Zoning Ordinance, such as parking and landscaping.
7. The use is consistent with the purpose and intent of the North Utica Comprehensive Plan.

**PERMIT FEES:**

- \$350.00 plus Village incurred costs
- Make checks payable to “Village of North Utica”
- **A \$100 penalty will be assessed for construction starting before the permit is issued.**

**General Requirements:**

1. Attach eleven (11) copies of the preliminary development plan and site plan at a scale of not less than 1”=50’ showing adjacent property owners, including rights-of-way; the zoning of adjacent properties; existing improvements and structures; and streets, railroads, waterways, and other necessary physical features.
2. A Village Floodplain Development Permit must be obtained if the property is in a floodplain.
3. Any photos or conceptual drawings of the property and the specific area of the property seeking the Special Use shall be submitted with the application.
4. Attach a list of all property owners and current mailing addresses within a two hundred fifty (250) foot radius of the property in question.
5. The Planning Commission of the Village of North Utica through its Chairperson, shall set a regular date, time, and place for a public hearing on the application and shall inform the applicant of the same. The Chairperson has the option of changing the time and/or date if there is a conflict with other meetings held concurrently at the Village Hall. The applicant shall pay for all associated costs.
6. The application must be made prior to the publication date of the legal notice. The legal notice must be published in a local newspaper at least three (3), but not more than thirty (30), days prior to the Planning Commission meeting. The Commission shall be given fifteen (15) days to review the preliminary plans and shall hold a hearing on the preliminary plans and make their recommendation to the Village Board.
7. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.
8. The Village Board will consider the Special Use following the Planning Commission meeting in which a recommendation was made. The Board will vote to either approve or deny the Special Use.
9. Please refer to the North Utica Zoning Ordinance (Chapter 14) for further regulations.

I hereby declare that the information contained with this application is correct and true to the best of my knowledge. I further declare that the buildings and use of the land complies with all provisions of the Zoning Ordinance of the Village of North Utica, Illinois, and that I will comply with any other provisions in applicable ordinances of the Village of North Utica, Illinois.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_