



15440 South Central Avenue Oak Forest, Illinois 60452-2195
 708.687.4050 x1041 • Fax 708.687.1179 • www.oak-forest.org

APPLICATION FOR SPECIAL USE APPROVAL

| | | | |
|--|-------------|-----------------|------------|
| <i>All information requested on this application if applicable must be provided, including payment. A public hearing will not be scheduled until the petition is complete. A petition will be considered incomplete if any information is missing.</i> | | | |
| PROJECT NAME | | | |
| PETITIONER INFORMATION | | | |
| NAME | | | |
| ADDRESS | | CITY | STATE ZIP |
| PHONE | | FAX | |
| EMAIL | | | |
| PROJECT INFORMATION | | | |
| PROPERTY ADDRESS | | | |
| P.I.N. NUMBER | | EXISTING ZONING | |
| PROPOSED SPECIAL USE | | | |
| PROJECT TEAM | NAME | PHONE | FAX |
| DEVELOPER/CONTRACTOR | | | |
| ENGINEER | | | |
| ARCHITECT | | | |
| OTHER | | | |

I, the undersigned, do hereby certify that the statements in this application are true and correct to the best of my knowledge. I acknowledge that City staff will prepare a report with a recommendation to the Planning and Zoning Commission prior to my hearing. I understand that this report will be available for my viewing the Friday prior to my hearing and it is my responsibility to contact the City to view this report or obtain a copy.

Signature

Date

Notary

Seal

| REQUIRED FEES | | | |
|---|-----------------|--|--|
| (THE REQUIRED FEES MUST BE PAYED IN FULL AT THE TIME OF THE SUBMITTAL) | | | |
| NON-REFUNDABLE FEE | \$250.00 | PAYMENT TYPE: C/K C/S | |
| RETAINER** | \$350.00 | | |
| TOTAL | \$600.00 | | |
| PAYMENT RECEIVED DATE: | | PAYMENT RECEIVED BY: | |

***If the retainer falls below \$100.00, the petitioner will be asked to replenish the retainer. No items will be scheduled for a meeting date prior to the payment of all required fees.*

SUBMITTAL REQUIREMENTS

A. OWNERSHIP. Proof of ownership, including, if applicable, beneficial interest, or proof of contract purchaser status. In the event that application is being made by a contract purchaser, this application shall be accompanied with an original letter signed by the current legal title owner of the property consenting to the filing and processing of this application.

B. PLAT OF SURVEY. A plat of survey that shows any existing buildings on the petitioned property as well as any existing buildings on property immediately adjacent.

C. SITE PICTURES. Please provide pictures of the site in paper or in electronic form to mmunizzo@oak-forest.org. The City can assist with this submittal requirement if needed.

D. ILLUSTRATION/SITE PLAN. If the petitioner is requesting a special use for a specific structure, please provide a picture, illustration, or site plan of the proposed special use.

E. STANDARDS. A statement of how the special use sought would satisfy the standards set forth in Subsection 17.48.060 of the Zoning Ordinance. The staff, Planning and Zoning Commission and City Council will use these standards in making a determination whether or not the proposed special use is appropriate. Please submit your responses via email to Marisa Munizzo at, mmunizzo@oak-forest.org in addition to a hard copy at the time of application submittal. The standards for review of variation applications are listed below:

Special Use Standards. A special use permit for the uses listed herein may be granted and the applicable district regulations modified only if evidence is presented to establish that:

1) **Adequate Public Facilities.** The proposed building or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public convenience and will contribute to the general welfare of the neighborhood or community;

2) **No Undue Adverse Impact.** The proposed building or use will not have a substantial or undue adverse effect upon adjacent property, the character of the neighborhood, traffic conditions, utility facilities and other matters affecting the public health, safety and general welfare;

3) **No Interference with Surrounding Development.** The proposed building or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations;

4) **Code Purposes.** The proposed building or use complies with the more specific standards and criteria established for the particular building or use in question by the regulations contained in this zoning code;

5) **Plan Purposes.** The proposed building or use has been considered in relation to the goals and objectives of the comprehensive plan of the city; and

6) **No Destruction of Significant Features.** The proposed use and development will not result in the destruction, loss, or damage of any natural, scenic, or historic feature of significant importance.

7) **Compliance With Standards.** There shall be reasonable assurance that the proposed building or use will be completed and maintained in a timely manner, if authorized.

F. ADDITIONAL SUBMITTAL MATERIALS. Other materials maybe required at the time of submittal.

(FOR CITY USE ONLY)

PZC Case Number: _____

Filed with the Community Development Department: _____ / _____ / _____

Transmitted to Planning and Zoning Commission: _____ / _____ / _____

Continuance if any: _____ / _____ / _____

Notice of hearing published in: _____ on _____ / _____ / _____

Findings and Recommendations of Planning and Zoning Commission referred to City Council.

Final Action of City council for adoption of amending ordinances or denial of applicant's request at meeting held:

_____ / _____ / _____

DENIED _____ **APPROVED** _____

CONDITIONS IMPOSED: