

VILLAGE OF MAYWOOD



SPECIAL USE PETITION PACKET

Village of Maywood
Special Use Permit Application

PROCEDURE FOR OBTAINING A SPECIAL USE PERMIT

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application.
3. Submit application and exhibits as follows:
Village of Maywood
Community Development Department
40 East Madison
Maywood, IL 60153
4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Public Hearing before the Plan Commission/Zoning Board of Appeals will be scheduled. (Fourth Tuesday of the month at 7 p.m. or a special hearing will be scheduled upon the recommendation of the Mayor, Village Board, and Department staff or Planning Zoning Board Chairman)
7. State law requires that notification of the public hearing be published at least 15 days and no more than 30 days prior to hearing date.
8. The Plan Commission/Zoning Board of Appeals will hold a Public Hearing to consider requests for a Special- Use Permit. The applicant must be in attendance to answer any questions that the Plan Commission/Zoning Board of Appeals may have regarding the petition.
9. Following the public hearing, the Plan Commission/Zoning Board of Appeals shall either recommend to the Village Board to approve, approve with conditions or reject the request. The Plan Commission/Zoning Board of Appeals may continue the hearing should they determine the additional information is necessary to render a decision.
10. Within 14 days of the Plan Commission/Zoning Board of Appeals meeting, a recommendation to approve or deny request is forwarded to the Village Board
11. The Village Board will discuss the recommendations from the Plan Commission/Zoning Board of Appeals and the Board Committees during the Village Board LLOC meeting (Second and Fourth Wednesday of the month at 7 p.m.). The Board will recommend for a vote to accept or reject the Plan Commission/Zoning Board of Appeal's recommendations to be voted on at the next Village Board meeting (First and Third Tuesday of the month at 7 p.m.). If the special use request is approved, the Village Attorney will draft the appropriate ordinance.
12. The Ordinance will be presented at first Village Board Meeting following the recommendation from the LLOC meeting, for approval and adoption (First and Third Tuesday of the month at 7 p.m.).
13. If work on the proposed development/special use has not begun within two years of approval by the Village Board of Trustees, the authorization shall become null and void and all rights thereunder shall lapse.
14. **PLEASE PROVIDE US WITH YOUR CURRENT ADDRESS**

PLEASE NOTE: Village staff will assist you with expediting your request. Due to the local and state laws regarding hearing publication requirements, meeting schedules and the complexity of your request, the entire processing time for a Special Use could take as long eight (8) weeks.
Revised 8/23/06

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Plan Commission/Zoning Board of Appeals:

The Plan Commission/Zoning Board of Appeals is the Village of Maywood's appointed advisory body responsible for reviewing, conducting public hearings, and rendering recommendations to the Village Board regarding special-use petitions. The Board is comprised of 7 members appointed by the Mayor with approval of the Village Board. The Plan Commission/Zoning Board of Appeals meets on the fourth Tuesday of the month at 7 p.m. in the Council Chambers at Police Department located at 125 South 5th Avenue in Maywood, Illinois 60153.

Village Board:

The Village Board of Maywood is the elected body responsible for the authorization of special-use petitions within the Village. The Village Board is comprised of 6 Trustees and the Mayor. Village Board meetings are held on the first and third Tuesday of the month at 7 p.m. in the Council Chambers at the Police Department located at 125 South 5th Avenue, Maywood, Illinois 60153.

Special-Use Defined:

A land use, building, or structure which due to its unique characteristics cannot be classified within a particular zoning district without consideration of the impact that use may have on surrounding land-uses, businesses, and/or individuals along with the need for said use at a particular location.

Special-Use Requirements:

The designation of a special-use of any lot, parcel, or tract of land within the Village may be proposed by the Mayor, Village Board, the Plan Commission/Zoning Board of Appeals, or property and/or business owner or other person(s) with an interest in the property. More specifically, special uses fall into two categories; 1. Uses publicly operated or traditionally affected with a public interest; or 2. Uses entirely private in character but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities. The aforementioned must be addressed to the satisfaction of the Plan Commission/Zoning Board of Appeals and Village Board prior to the special-use approval. The Plan Commission/Zoning Board of Appeals is authorized to recommend a special use where it finds that:

- ◆ the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare;
- ◆ the special use will not be injurious to the uses and enjoyment in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located;
- ◆ the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
- ◆ adequate public utilities, access roads, drainage and/or necessary facilities have been or will be provided;
- ◆ adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and
- ◆ the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the ZBA and approved by the Village Board.

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Please Type or Print



OFFICE USE ONLY

Date Received: _____

Hearing Date: _____

Case Number: _____

VILLAGE OF MAYWOOD
COMMUNITY DEVELOPMENT DEPARTMENT
40 East Madison Street
Maywood, IL 60153
(708) 450-6381 - PHONE
(708) 450-7447 - FAX

PETITION FOR A SPECIAL USE PERMIT

(PUBLIC HEARING REQUIRED BEFORE THE PLAN COMMISSION/ZONING BOARD OF APPEALS)

Applicant: _____ Date: _____
Address: _____ Phone: _____
_____ Email: _____

Property Owner: _____
Address: _____ Phone: _____
_____ Email: _____

PIN: _____
Detailed zoning relief being requested (please specify applicable Section of the Zoning Ordinance):

Current Zoning Classification of Property: _____
Current Use of Property: _____
Requested Use of the Property: _____
Related Section of the Ordinance _____ Lot Sq. Ft. _____ Bldg. Sq. Ft. _____
Address of Property: _____
Area of Subject Site: _____

(Stated in square feet if the area is less than one acre, and in acres and fractions thereof if one acre or more.)
Legal Description of Property: Please attach to this application.

Filing Fee: ~~\$100.00~~ (For Residential 1-2 units) \$200 (For Residential 3 or more units) \$300.00 (For Commercial)
\$150 (For Non-Profit) Please attach to application. Please make checks payable to the Village of Maywood.

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A. Background information

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed special use permit (Please be specific, state the ordinance in which you are requesting a special use, the reasons why the special use should be granted, and if the special use is granted state the changes that will be made in the property):

2. Explain the reasons why the granting of this Special Use Permit will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions (Please be specific by explaining how the special use will effect the existing structure and will conform to the adjoining properties):

3. Will additional utilities or roadway improvements need to be provided to service the special-use permit? Please explain why or why not. Please submit any detailed information regarding ingress/egress from the property.

4. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question, including but not limited to increased density? If so, please explain:

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5. Will the special-use generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals?

6. What type of goods and services, manufacturing, or processing will the special-use entail?

B. Additional Information

1. Attach a Site Plan of the property drawn to scale and pictures showing the dimensions and square footage of the proposed use. The accuracy of the Site Plan is vital to the effectiveness of the plan review and will not be accepted if it cannot be easily read and evaluated.

2. **Exhibits Required:** Provide ten (10) copies of the Site Plan, drawn to scale, referenced in paragraph 1, as well as ten (10) copies of any other data or materials submitted as exhibits. The aforementioned information is requested to assist Village staff, Plan Commission/Zoning Board of Appeals, and the Village Board in determining the impact appropriateness of the requested variance. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.

3. The application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the Village of Maywood.

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I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Maywood for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

Applicant

Property Owner (mandatory)

Signed and subscribed before me on
this _____ day of _____, 200_

Notary Public

This application was filed with the Community Development Department on _____

Community Development Department Staff

Office Use Only

Staff Checklist:

- _____ Completed application (all fields have entries)
- _____ Required Fee has been paid
- _____ Site Plans are attached
- _____ Ten (10) copies are attached

Date Public Hearing Filed: _____

Date Notices Sent to the Residents: _____