



SPECIAL USE & VARIATION APPLICATION

Department of Planning & Zoning
200 E. Wood Street · Palatine, IL · 60067-5339
Telephone: (847) 359-9047 · Fax (847) 963-6247

CONTACT INFORMATION WORKSHEET

PETITIONER(S)		Business Name (If applicable)	
Address		City/State/Zip Code	
Telephone	Fax		
Email			
Subject Property Address			
AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
Address		City/State/Zip Code	
Telephone	Fax		
Email			



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Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S)		Business Name (if applicable)	
	Subject Property Address			
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
	Address		City/State/Zip Code	
	Telephone	Fax	Email	
	Relationship to Petitioner (contractor, architect, etc.)			
	TYPE OF APPLICATION (check one)			
	<input type="checkbox"/> Special Use <input type="checkbox"/> Special Use Amendment <input type="checkbox"/> Variation			
	Existing Zoning District	Existing Land Use	Proposed Land Use	
	Generally describe your request:			
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I swear that the information contained on Page 1 herein and in any accompanying documents is accurate to the best of my knowledge.

Signature

Date

Required Materials

- Filing Fee of \$ _____
- Application Form
- Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- Real Estate Interest Disclosure Form (see attached)
- Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- Business Plan (if applicable; including, but not limited to nature of business, hours of operation, number of employees, and menu)

Additional Materials (as required by the Village)

- Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- Photographs (e.g. ground-level or aerials)
- Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

3. The use will not cause substantial injury to nearby property values

4. With respect to live entertainment uses, the use shall not:
 - a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
 - b. Impose undue health, sanitation or safety burdens on the village
 - c. Create excessive demands on the Village of Palatine Police Department
 - d. Be of a nature otherwise prohibited by law or village ordinance
5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

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- Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- Photographs (e.g. ground-level or aerials)
- Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.03 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Special Use only, you do not need to answer these items.***

1. That the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located

2. That the plight of the owner is due to unique circumstances

3. That the variation, if granted, will not alter the essential character of the locality

4. In order to supplement the above standards, the Zoning Board of Appeals may also consider the following:
 - a. The particular surroundings, shape, or topographical conditions of the property
 - b. A unique hardship for the property not generally applicable to other properties in the same zoning district
 - c. The request is not based on a desire to make more money out of the property
 - d. The petitioner has not created the alleged hardship for the property
 - e. The request will not be detrimental to the public welfare or other properties in the neighborhood
 - f. The request will not impair the supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values

Real Estate Interest Disclosure Form

Name of Disclosing Party (individual, business, etc.)		
Relationship to Petitioner (check one)		
<input type="checkbox"/> Petitioner <input type="checkbox"/> Legal Entity holding an Interest (i.e. realtor, attorney, etc.) <input type="checkbox"/> Legal Entity Holding a Right of Control (i.e. landlord, etc.)		
Address of Disclosing Party		City/State/Zip Code
Telephone	Fax	Email
Address of Subject Property		City/State/Zip Code
Legal Description of Subject Property (see plat of survey or title)		
List All Persons Deriving an Interest in Subject Property (i.e. owner, lessee, etc.)		
Name	Address	Legal Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

<p>I affirm that there are no other persons deriving any interest from or through me or from or through any other person or entities above set forth in the property which is the subject of the contract or application for which I am filing this disclosure notice whom I have not disclosed.</p> <p>I understand that if there are any changes in the interest disclosed in this disclosure notice during the terms of the subject contract or before the Village has taken final action on the matter for which this disclosure notice is filed, I shall file a subsequent disclosure notice disclosing such changes.</p> <p>_____</p> <p>Signature Date</p> <p>SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__.</p> <p>_____</p> <p>Notary Public Signature</p>

Project Planner	Zoning Case #
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AFFIDAVIT OF NO NEW IMPROVEMENTS

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit.

Affiant further states that survey is correct and complete representation of all improvements now located on the premises described in the above referenced title commitment, except for: _____

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

PROPERTY OWNERS SIGNATURE REQUIRED

CERTIFIED BY:

Property Owner Signature: _____ Date: _____

Property Owner Print Name: _____

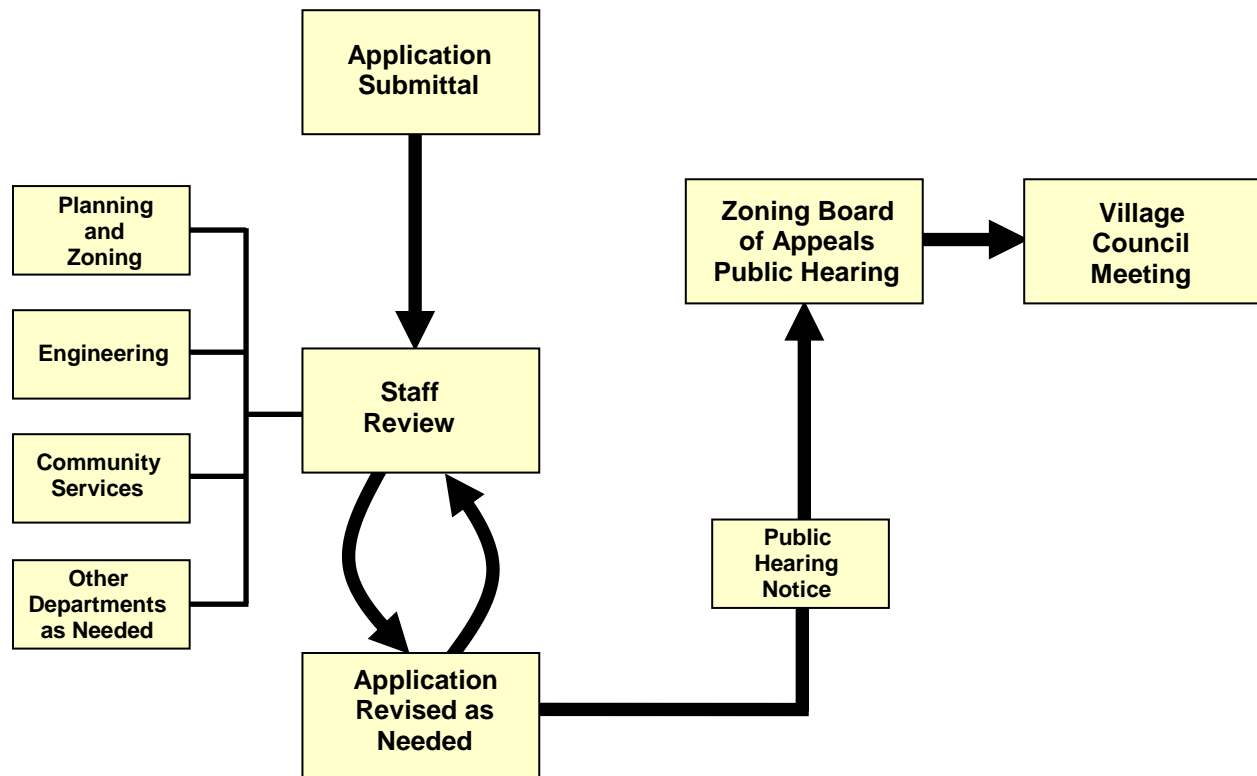
Property Address: _____

PIN #: _____

Name of Surveyor: _____

Date of Survey: _____

Survey Order No.: _____



APPLICATION SUBMITTAL

- Schedule a pre-submittal meeting with the Planning and Zoning Department to discuss the proposal with Staff and become familiar with the Village’s requirements and procedures. A meeting may be scheduled by calling the Planning and Zoning Department at 847-359-9047.
- Submit a complete application.
 - Once a complete application has been submitted, a project planner will be assigned to the request.
- The entire process typically takes 6-8 weeks from the date of submittal, depending on the complexity of the request.

STAFF REVIEW

- Upon receipt of a complete application, the project planner coordinates an internal review of the request.
 - The request is reviewed by Planning and Zoning, Engineering, and Community Services, as well as other departments as needed.
- Once the review is completed, the project planner sends a review letter to the Petitioner.
 - A review letter contains any staff questions and concerns, and may include requests for additional information and/or plan revisions. Additional reviews may be required.
 - The project planner will schedule the request for a Zoning Board of Appeals meeting once all of the necessary information has been submitted and reviewed.

PUBLIC NOTICE – Single Family Requests

- The Village completes all notification requirements including:
 - Notification letters
 - Placing a public hearing sign on the property
 - Posting a legal ad in the newspaper

PUBLIC NOTICE – All Non-Single Family Residential Requests

- The Village is responsible for:
 - Posting a legal ad in the newspaper
 - Sending a notification letter to adjacent residents (not property owners)
- **The Petitioner is responsible for the following:**
 - **Public Hearing Sign:** The Village provides the sign and posts. The sign must be posted in a place visible from the public right-of-way. The sign must be posted through the Village Council meeting date. A \$125 deposit per sign is required, and is refunded within 4-6 weeks of the conclusion of the petition review process.
 - **Surrounding Property Owners Letter:** The Village writes and provides the letter for the Petitioner to send via certified mail to all property owners within 250 feet of the Subject Property. A list of property owners can be obtained by calling the Palatine Township Assessor's Office at 847.358.6700, emailing dgambo@palatinetownship.com, or visiting the office at 721 S. Quentin Road, Palatine, IL 60067. The Petitioner is required to submit the certified mail receipts and sign an affidavit stating that all notification letters have been mailed.

Per Illinois Law, all notification must be mailed 15 calendar days prior to the Zoning Board of Appeals Meeting.

ZONING BOARD OF APPEALS PUBLIC HEARING

All requests are heard in a public hearing before the Zoning Board of Appeals (ZBA). The ZBA is a recommending body comprised of citizens appointed by the Mayor and Village Council. The ZBA holds Special Use and Variation public hearings for the Village Council. Meetings are held on the second and fourth Tuesday of each month at 7:00 pm in the Village Council Chambers, 200 E. Wood Street (2nd floor).

At the public hearing, the project planner presents the facts of the request and Staff's recommendation to the ZBA. The Petitioner should be prepared to present and support the request with any evidence deemed appropriate. Any supporters and objectors are able to give testimony. The ZBA may ask additional questions to advance its own understanding of the request.

Upon reviewing the request, the ZBA will submit an advisory recommendation to the Village Council. The ZBA may either recommend approval or denial of the request. If recommending approval, the ZBA may recommend imposing specific conditions it deems necessary to insure conformity with the intent of all applicable Village codes, ordinances, and policies.

VILLAGE COUNCIL MEETING

The request and advisory ZBA recommendation is forwarded to the Village Council. The Village Council makes the final decision regarding the request. If approved, an ordinance approving the request is adopted. A copy of the ordinance is mailed to the Petitioner within five business days of Village Council approval.

NOTE: CONCURRENT BUILDING PERMIT REVIEW

A Petitioner may submit building plans and permits to the Village at any time. The plans may or may not be reviewed until the petition review process has been completed. If the zoning request is approved, the project planner forwards the final plans and ordinance to Building Services and any other appropriate department. **Please note the review of the Special Use and/or Variation does not reflect a complete review and approval of the building permit submittal. For questions regarding the building permit or submittal requirements, please contact the Community Services Department at 847-359-9042.**