

MINOR SPECIAL USE

The Village Council has developed a system to expedite certain petitions for Special Uses which are deemed non-controversial (sheds encroaching upon the setback requirements and changes to an existing Special Use which maintain substantial conformance to the enabled Special Use). These petitions can be processed administratively. The Minor Special Use process requires that you submit the following:

- _____ 1. Plat of Survey of the subject property.
- _____ 2. Site Plan and Architectural Elevations: A drawing indicating the location, dimensions and configuration of the proposal and a sketch of the structure, if applicable. The plan should be in relationship to the existing property lines and structures.
- _____ 3. Completed Minor Special Use Form (attached).
- _____ 4. Proof of Ownership (e.g. Title Insurance Policy, Deed, or Purchase Contract)
- _____ 5. Letters of Consent from **all** owners of property which surround or touch the subject property on all sides, including property across the street. **Letters should be signed by both spouses, if married.**
- _____ 6. List of addresses in your neighborhood with similar structures.
- _____ 7. Filing fee of \$20.00.

Once all of the above listed items are submitted, the petition will be scheduled for review by the Village Council at the next available Village Council meeting. Village staff will provide the Council with a positive or negative recommendation and will inform you of the date of the Village Council meeting.

Please be reminded that a building permit application must be submitted and approved after approval of the Minor Special Use. The review of the Minor Special Use does not reflect a complete review and approval of the building permit submittal. For questions regarding the building permit, please contact the Community Services Department at 847-359-9042.

MINOR SPECIAL USE REQUEST

Please complete this form in its entirety. If you need help, call the Department of Planning and Zoning at (847) 359-9047. Please print or type all information.

1. Name of Petitioner(s): _____

Address: _____

Home Telephone: _____

Business Telephone: _____ Email: _____

2. Describe the proposed Special Use: _____

3. The petitioner's signature below indicates that he/she owns the property and that the information contained in this application and on any accompanying documents is true to the best of his/her knowledge.

Signature(s) of Petitioner(s)

Date: _____

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>	
Signature _____	Date _____
SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__.	
Notary Public Signature _____	

Project Planner	Zoning Case #
-----------------	---------------



DEPARTMENT OF PLANNING & ZONING

200 E. Wood Street · Palatine, IL · 60067-5339
Telephone: (847) 359-9047 · Fax (847) 963-6247
www.palatine.il.us ·

LETTER OF CONSENT

Dated: _____

I am signing this letter on behalf of _____,
petitioner, for a Minor Special Use located at _____ in
Palatine, Illinois.

I have reviewed the proposed plans attached and consent to its construction per said
plans.

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

Print Name

Address

Signature

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.: _____