



SPECIAL LAND USE APPLICATION

(per Zoning Ordinance, Chapter 12)

Print in ink (or type) all information requested

Date: _____

Application Fee: \$250.00

Review Fee: _____ (per Resolution 4-98)

Note: The review fee is determined by the Zoning Administrator and placed in an Escrow Account

Property Address: _____

Parcel Number(s): _____

Zone District(s): _____

(obtain from Zoning Administrator)

Property Owner(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Applicant: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Project Engineer / Architect: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Current Use of Property: _____

Proposed Use of Property: (State the specific nature of the Special Land Use)

(Use additional 8 1/2"x 11" sheets of paper to explain the request, if needed.)

Continued

SPECIAL LAND USE APPLICATION – Continued

Site Plan:

Attach twelve (12) copies of a Site Plan based on an accurate certified land survey, which includes all the information listed in Sec. 13.03 of the Zoning Ordinance (copy attached).

Note: A Site plan that is not complete may delay a decision, or result in a project that is not approved.

Affidavit. Please read carefully prior to signature.

By signing this application, I certify that I am the property owner or an authorized agent of the property owner and that all information with this application is accurate and true to the best of my knowledge. I agree to abide by all local, county, and state codes and regulations. I hereby give my permission to Village staff, elected and appointed officials to enter the property for needed inspections related to this application. I understand and agree to pay the Village expenses for review of the application and any other related expenses stated in Resolution 4-98, as amended (copy available upon request).

Applicant Name: _____
(Print)

Applicant Signature: _____

Date: _____

FOR VILLAGE USE ONLY

Date the complete application received: _____

Fees Paid: _____

Date of Public Hearing: _____

Planning Commission decision: _____

Comments: _____

Zoning Administrator / Village Official

Date

SECTION 13.03. CONTENTS OF SITE PLAN. A site plan shall include all of the following information, unless waived by the Zoning Administrator.

- (a) A site plan based on an accurate certified land survey showing:
 - (1) The date, north arrow, and scale. The scale shall be not less than 1 inch = 100 feet.
 - (2) The name and firm address of the professional individual responsible for the preparation of the site plan.
 - (3) The name and address of the property owner or petitioner.
 - (4) A locational sketch.
 - (5) Legal description of the subject property.
 - (6) The size (in acres) of the subject property.
 - (7) Property lines and required setbacks.
 - (8) Refuse and service areas.
 - (9) Loading and unloading facilities.
 - (10) Exterior lighting and signs.
 - (11) The location of all existing structures, driveways, and parking areas on the subject property within 300 feet of the subject property's boundaries.
 - (12) The location and dimensions of all existing and proposed structures on the subject property.
 - (13) The location of all existing and proposed drives, acceleration/deceleration lanes, sidewalks and existing and proposed parking areas.
 - (14) The location and right-of-way width of all abutting roads, streets, alleys or easements.
 - (15) The existing zoning and use of all properties abutting the subject property.
 - (16) The location and a general description of all existing vegetation, and the location, type, and size of all proposed landscaping, and the location, height and type of existing and proposed fences and walls.
 - (17) Location and nature of proposed connections to the public sewer system; provisions for water supply.
 - (18) The location and size of all existing and proposed surface water drainage facilities.
 - (19) The location and area of all existing and proposed lakes, streams, wetlands and other bodies of water.
 - (20) Existing and proposed topographic contours.
 - (21) Recreation areas, common use areas, and areas to be conveyed for public use.
 - (22) Flood plain areas and basement and floor elevations of all buildings.

- (23) Any deed restrictions or covenants.
- (24) Typical elevation views of the front and side of each building.
- (b) A brief narrative description of the project.
- (c) Preliminary architectural sketches and/or a general statement as to the type of construction and materials to be used in the proposed buildings or structures. Height and area of buildings and structures shall be described.
- (d) The period of time within which the project will be completed.
- (e) Proposed staging of the project, if any.
- (f) Gross areas of buildings and parking.
- (g) Additional information which the Village may require and which is reasonably necessary to evaluate the site plan.

The application for site plan approval shall be accompanied by a fee, as established by resolution of the Village Council from time to time. The Planning Commission may waive any of the required contents of the site plan, if such items are not necessary to a decision concerning the plan.