Permit No. _____

SPECIAL USE PERMIT APPLICATION

City of Morrison, Illinois

TO THE ENFORCING OFFICER OF THE CITY OF MORRISON ZONING ORDINANCE
200 W Main Street, Morrison, Illinois 61270-2400 (815) 772-7657 Fax: (815) 772-4291

A Special Use is, as the name suggests, a use of property, which is not specifically permitted within the Zoning District in which the property is located. A Special Use Permit is required whenever the intended use of a building, structure, or zoning lot does not conform with the use(s) specified within the Zoning District in which the building or lot is located.

Address or location of property:_____

Property Tax ID (PIN) number _____ - _____ - _____ - _____ - _____

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____ Fax Number of Applicant: _____

Owner of Property: _____

Address of Owner: _____ Existing Zoning: _____

Specifically state the nature of the special use requested and why it should be granted:

_____

_____

_____

_____

- Attach a Legal Description of the property.
- Photos of the property and the specific area of the property seeking the Special Use Permit shall be submitted with application.
- Attach any conceptual drawings of the property and proposed use.
- Your special use plat or site plan must indicate (show on page 3 or own drawing at a scale of not less than 1 inch = 20 feet, including north arrow):
    - Show adjacent property owners, including across rights-of-way
    - Show zoning of adjacent properties
    - Show streets, railroads, waterways, and other physical features

Public Hearing: After your application has been submitted and reviewed by the Zoning Administrator, it will be referred to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the last Wednesday of every month at 5:30 p.m. at the City Hall at 200 W. Main. At the Planning and Zoning Commission meeting, you will present your request. Notice of the public hearing shall be mailed to all property owners within a 250-foot radius of the property. A Special Use Permit cannot be recommended by the Commission unless it finds, based upon the application and evidence presented at the public hearing, that all of the following conditions have been met:

a. The proposed use is necessary or desirable to provide a service which is in the interest of public convenience; (circle one) Yes / No
b. There will be no additional threat to public health, safety, or welfare or creation of a nuisance; (circle one) Yes / No
c. There will be no additional public expense for flood protection, fire rescue or relief operations, policing, or repairs to roads, utilities, or other public facilities; (circle one) Yes / No
d. There will not be an unduly increase in traffic congestion on public roads and highways; (circle one) Yes / No
e. The essential character of the locality of the property in question will not be altered; (circle one) Yes / No
f. Other requirements of the Zoning Ordinance, such as parking and landscaping will be met; (circle one) Yes / No
g. The proposed use is consistent with the purpose and intent of the Morrison Comprehensive Plan. (circle one) Yes / No

Certification: *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Special Use Permit.*

_____ _____
Signature of Applicant *Date*

_____ _____
Signature of Owner *Date*

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact the Zoning Administrator at (815) 772-7657.

FOR OFFICE USE ONLY Case No. _____ Fee Paid? Y / N Date: _____

Drawing submitted? Y / N Date: _____ Documentation of Authority Submitted: _____

Date to go before the Planning Commission: _____ Commission Action: _____

DRAWING "A"

The dimensions of the lot or tract of land, the exact location of all existing buildings and structures, and distances to property or tract lines are shown on the drawing below. (Existing buildings and structures are marked X. Proposed buildings and structures are marked P. Include north arrow and indicate scale.)

(Make all measurements carefully)
(Please make sketch to scale, example 1 square = 4 feet)

NOTICE TO APPLICANT: Location of buildings or structures must be staked out on the property as shown above. This will be checked before permit is issued. Construction must not be started until permit is issued. No changes in location as shown above may be made without first contacting the Administrative Office.

CITY OF MORRISON, ILLINOIS
Procedure for Requesting a Special Use Permit

1. A preapplication meeting with the Zoning Administrator shall be held to discuss the request.

2. The Petitioner must submit a **completed** application to the City along with the $250.00 fee for providing Legal Notice and conducting the Public Hearing. From this deposit a filing fee of $35 and any costs incurred by the city for required publication and mailing related to the processing of the depositor's application shall be retained. You will be billed for any charges exceeding the deposit amount.

3. The completed application must include a full legal description of the property from the warranty deed, a copy of the deed or lease showing control of the property or options to purchase the property contingent on application approval, and a site plan. Nine (9) preliminary development plans shall be filed with the Zoning Administrator, who shall forward the copies to the Planning and Zoning Commission. The cost of all plans shall be borne by the developer.

4. Application must be made prior to the publication date of the legal notice. The legal notice must be published in a local newspaper at least fifteen (15), but not more than thirty (30), days prior to the Planning and Zoning Commission meeting, which is typically held on the last Wednesday of each month. The Commission shall be given at least fifteen (15) days to review the preliminary development plans and shall hold a hearing on the preliminary plans and make their recommendation to the City Council.

5. Attendance is required at the public hearing. Once your case is opened for discussion, the chairperson will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.

6. Following the public hearing, the Planning and Zoning Commission will make a recommendation to the City Council to consider the Special Use Permit based on the findings of facts during the public participation portion of the public hearing and recommendations from City staff. You must be present at the City Council meeting.

7. The City Council will consider the request at their next meeting following the Planning and Zoning Commission meeting in which a recommendation was made.

Please contact the Zoning Administrator at 772-7657 with questions.