**APPLICATION**

1. **APPLICANT** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

1. **CONTACT PERSON** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

1. **PROPERTY OWNER** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

Is the owner a Trust, Corporation, LLC, Not-for-Profit, or Partnership? 🞎 yes 🞎 no

*If Yes, see Special Permit Application Worksheet for additional submission requirements.*

1. **PROPERTY INFORMATION** PARCEL ADDRESS

PARCEL ID NUMBER

**APPLICATION CHECKLIST**

*Please address the following items. Additional materials may be requested or required during the review process. Incomplete applications will not be processed. Use the following checklist to confirm that your application is complete.*

* + Applicant and Contact Information.
	+ Owner Information, including additional submission requirements as needed.
	+ Property Information.
	+ Consultant Information.
	+ Legal description of the property.
	+ Description of proposed Special Use.
	+ Applicant Signature.
	+ Findings of Fact.

**ATTACHMENTS**

* Deed or other proof of parcel ownership.
* List of covenants, easements, or conditions.
* Architectural Elevation/Perspective Drawings.
* Development Schedule.
* Informal or Formal Site Plan.
* Owner Authorization Form, if required.
* Review Fee, see below.

*See Special Use Permit Application Worksheet for additional information regarding these requirements.*

**REVIEW FEES:**

**Special Use Permit (Flat Fee) $35.00**

**Public Notice Direct Cost**

**FOR STAFF USE APPLICATION COMPLETE 🞎**

Received By:

Fee: Date Paid:

Case No.:

**APPLICATION (CONT.)**

1. **CONSULTANT INFORMATION (If Applicable)**

**ATTORNEY** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

**ARCHITECT/BUILDER** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

**ENGINEER** FULL NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE

EMAIL

1. **LEGAL DESCRIPTION OF PROPERTY**
2. **DESCRIPTION OF PROPOSED USE**

*Please provide a detailed description of the proposed special use to be located on the property in the space below. If additional room is needed, please attach a separate sheet title “Description of Proposed Special Use”.*

**8. APPLICANT SIGNATURE**

By signing this application, you are certifying that you have read this application, have provided the necessary documentation as listed under the **Application Checklist**, and that you understand the information listed above under the **Notice to Applicant** section.

Signature of the Applicant Date

1. **Special Use Permit | Findings of Fact**

The following questions are the five findings that are required to be met for approval of a proposed special use.

The application must satisfy all of the criteria as listed below. Similar to a petition for rezoning, the burden of proof for a special use rests with the applicant. Each of the 5 questions below must be addressed as part of the application. As these findings make up the bulk of your application, please be as detailed as possible in your responses. “Yes” and “No” responses will not suffice. This is your chance to explain why you should be permitted to place this use in a district where it is not otherwise permitted. Please see opposite side for explanation of the information that should be provided in response to each question below. If additional space is required, please attach a separate sheet with the title “Findings of Fact, Continued”. If you have additional questions, please contact the Planning Commission.

**If any of the statements are not addressed, the application will be considered incomplete.**

1. How is the proposed use designed, located, and proposed to be operated so that it will not be unreasonably injurious or unreasonably detrimental to the area in which it may be located?
2. How will the proposed use conform, to a reasonably possible extent, to all the applicable regulations and standards of the zoning district in which it shall be located?
3. How does the proposed use preserve the essential character of the area in which it shall be located?
4. What measures have been or will be taken to minimize potential increases in traffic congestion or possible situations that would create poor traffic circulation, including access issues?
5. How will the proposed use prevent blighting influences, either by redeveloping a parcel or improve the compatibility of the use with surrounding neighborhood?

**Village of Philo Zoning Ordinance No. XX | Definition of a Special Use**

A “Special Use” is defined as, *a use which is potentially appropriate in, and compatible with, other uses in its zoning district, but due to the scale and nature of the use, has the potential to make a major negative impact on other uses in the district.*

In this case, these uses necessitate close examination, site plan review, individual regulation, and notification of surrounding land owners. The proposed special use must serve a special need or be required at that specific location for the public convenience.

**ATTACHMENTS**

* + - 1. Deed, or other proof of parcel ownership, that contains the owner’s name and a complete legal description of the subject property.
			2. Please attach all certified covenants, easements, or conditions which restrict the use of the subject parcel or restrict the structure or what may be placed on the subject parcel. This requirement applies to any covenants, easements, or conditions which are contained in the deed of the subject parcel, including those contained in the subdivision plat or owner’s certificate.
				* I have attached these documents.
				* There are no covenants, easements, or conditions that relate to this property.
			3. Site Plan – *See requirements for a site plan on the building permit.*
			4. Any other supportive material to justify the granting of a special use permit for the property.

**NOTICE TO APPLICANT**

* Completed applications must be received 10 days prior to the next regular meeting of the Planning Commission in order to be placed on the agenda for the meeting. The Planning Commission meets when necessary. Contact the Village to set up a meeting.
* A legal notice for the public hearing is required to be published in at least one (1) locally circulated paper not less than 15 days, nor more than 30 days, before the meeting. The applicant will be billed directly for the advertisement.
* The Applicant is responsible for mailing a notification letter to all neighbors within 250 feet. Information and location of properties can be determined using the Champaign County GIS Consortium’s website: [www.ccgisc.org](http://www.ccgisc.org)