



Special Use Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Subject Property Information:

Address: _____

Zoning District: _____

Legal Description (can attach separate sheet): _____

Applicant Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Owner Information:

Name: _____

Phone: _____

Address: _____

Summary of Proposed Special Use (refer to Section 4.6 of the Zoning Ordinance): _____

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.6 for special uses. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Statement.** Provide a statement, in accordance with Section 4.6 of the Zoning Ordinance, that indicates the following: describe the nature of the special use request, including the existing and proposed use for the property; list all proposed exceptions requested as part of the special use, including references to specific sections of the Zoning Ordinance; and indicate how the special use supports each of the following conclusions (refer to Section 4.6.E.1):
 - a. The establishment, maintenance and operation of the special use, in the specific location proposed, will not endanger the public health, safety, morals or general welfare of any portion of the community;
 - b. The proposed special use is compatible with adjacent perproperties and other property within the immediate vicinity; and
 - c. The special use, in the specific location proposed, is consistent with the pirit and intent of this Ordinance and the Comprehensive Plan.
3. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
4. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
5. **Plat of Survey.** The Plat must be to scale, show all parcels or lots (whether in whole or in part) comprising the subject property), the actual dimensions of the parcel(s) and all existing structures.
6. **Design Standards for special uses.** Submit the following documents, where applicable:
 - a. **Building elevations and floor plans.** Show the general architectural character and interior layout of all proposed buildings, structures or additions.
 - b. **Site Plan.** The plan must be drawn to scale, and show (where applicable): the dimensions of the entire subject property, total lot area, location of all existing and proposed structures, building setback lines, lot coverage calculations, driveways, off-street parking and loading facilities, the total number of dwelling units and bedrooms, and other information relevant to illustrate the site plan.
 - c. **Off-street Parking and Loading Facilities Plan (Section 12).** Show the location, quantity and dimensions of all parking and loading facilities, including all parking lot lighting (Section 11.3).
 - d. **Traffic Circulation Plan.** Indicate proposed vehicle movements, in and around the site. Include information on pedestrian access and safety.
 - e. **Traffic Generation Plan.** Provide an analysis prepared by a qualified professional indicating amount of traffic projected by the proposed special use and the expected impact of the proposed special use on existing traffic patterns.
 - f. **Landscape, Screening and Open Space Plan (Section 13).** Show the location of all proposed landscaping (indicate species, sizes and quantities of all plantings), existing trees at six inches or more in diameter and proposed trees, fencing (indicate location, dimensions and type of materials), all open space (type, location and calculations), and screening for all refuse storage areas (indicate type of screening and dimensions).
 - g. **Utilities and Stormwater Drainage Plans.** Plans and an analysis shall be prepared by a qualified professional showing the locations of existing and proposed water and sewer lines, and stormwater drainage facilities. The analysis shall indicate the adequacy of all utilities to serve the site.
 - h. **Sign Plans (Section 14).** Submit plans for all signs used for identification, and include the location, design and dimensions of each sign.
7. **Notice Requirements (Section 3.3).** The applicant will prepare a legal notice to be published in the local newspaper between 15 and 30 days prior to the public hearing, in accordance with Section 3.3.A, and will provide a copy of the notice to the City. In addition, the applicant shall comply with Section 3.3.B.1 and 2 and prepare a mailed notice to send to all properties within 250 feet of the subject property between 15 and 30 days prior to the hearing. The applicant shall provide a list of property owners to receive the notice to the Zoning Administrator at least five days prior to the public hearing.
8. **Posted Sign Notice (Section 3.3.C).** The applicant shall post a sign (provided by the City) on the subject property for between 15 and 30 days prior to the Zoning Administrator's decision, in the case of an administrative variance, and between 15 and 30 days prior to a public hearing, in the case of a minor or major variance.
9. **Fee.** A check for \$450 payable to the City of Park Ridge shall accompany each application. This includes a \$400 application fee and \$50 for a Zoning Sign.
10. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 17 copies of all documents, which must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
11. Any other information or documentation required by the Zoning Administrator.

FLOWCHART 4: SPECIAL USE PROCESS
(Section 4.6)

