



Planning & Development Department
 Five Plaza Drive, Woodridge, IL
 Phone (630) 719-4711
 Fax (630) 719-4906

Village of Woodridge

APPLICATION FOR SPECIAL USE PERMIT (OR AMENDMENT)

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

NAME OF ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE: _____ FAX: _____

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant a special use permit approval for the proposed site development as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): _____ Date: _____



**REQUIREMENTS FOR APPLYING FOR
SPECIAL USE PERMIT (OR AMENDMENT)**

APPLICATION

This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner’s authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to **special use permits or amendments**. The original application and checklists, along with **nine (9) copies**, shall be submitted with the necessary plans. **All plan sets must be folded and grouped** prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing “NA” if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

APPLICATION FEE

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, in the total amount of:

\$500.00 for a Special Use Permit or Amendment

APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of **ten (10) application** sets.

FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant’s request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.

REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.



Appl Staff

PROOF OF OWNERSHIP

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

LEGAL DESCRIPTION

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

LIST OF PROPERTY OWNERS WITHIN 250 FEET

State Statute and Village ordinance requires that all owners of property located with 250 feet (exclusive of public rights-of-way) must be notified in writing of zoning public hearings. The applicant must supply the list of adjoining property owners by researching said information, for the most recent tax year available, from the Township Assessor or the County Treasurer or Supervisor of Assessments. This list can also be obtained, for a fee, from a title insurance company. By either method, the applicant must complete the attached affidavit, certifying that the information is complete and accurate.

The applicant will be required to notify the adjoining property owners of the public hearing date and time at least 15 days before the Plan Commission hearing date is to take place. Once the date for the Public Hearing has been set, staff will notify the applicant of the date as well as provide the applicant with a copy of the notice, cover letter, and mailing instructions. Green Return Receipt cards and white Certified Mail slips must be returned to staff no later than the Planning Commission Hearing.

PLAT OF SURVEY

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.



Appl Staff

SITE PLAN

Ten (10) copies of a final site plan shall be submitted. The purpose of the site plan is to designate the location of all buildings, structures and land improvements proposed for the site. The site plans shall be prepared by a registered land surveyor or professional engineer, drawn on sheets of paper not to exceed 24” by 36”, with information as required by Section 9-15-2B3 of the Zoning Ordinance. Industrial uses shall also provide details to demonstrate compliance with the Village’s performance standards, as outlined in Section 9-15-2B3 and 9-8. The required elements of the site plan are summarized in the checklist below. **Plan(s) shall be folded** so as not to exceed 9” by 12” in folded size.

ARCHITECTURAL PLANS

Architectural plans (**ten (10) copies**) for all primary buildings shall be submitted in sufficient detail to permit an understanding of the architectural style of the development, the exterior appearance of the proposed buildings, and the number, size and type of dwelling units. Also, provide total floor area of each building type and the total ground coverage of each building (Sec. 9-14-5B11 of the Zoning Ordinance). **Plans shall be folded** so as not to exceed 9” by 12” in folded size.



REVIEW BY OTHER AGENCIES

Appl Staff

Kane-DuPage Soil and Water Conservation District - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the Kane-DuPage Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Kane-DuPage Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

Will/South Cook County Soil and Water Conservation District - (Application attached)

Any person who petitions the Village for relief from the Zoning Ordinance, or who proposes to subdivide vacant or agricultural lands within the Village shall file an application for a *Land Use Opinion with the County Soil and Water Conservation District*. In these instances, proof of such an application filed with the *Will/South Cook County Soil and Water Conservation District* must be submitted to the Village. (Note: Some properties are already on file with the District and they may have an existing report for a particular property.)

Endangered Species Consultation - (Application attached)

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an *Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation*. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the *Illinois Department of Conservation* is required, proof of a submitted application must be provided to the Village.

Highway Department

If the project involves a new access or a change to an existing access on a State highway (such as Route 53, Joliet Road) or a County highway (such as 75th Street, Hobson Road, Lemont Road, Boughton Road, Woodward Avenue (between 83rd Street and Boughton Road)), a highway permit is required from the appropriate agency. When such an application to the *DuPage County Highway Department or the Illinois Department of Transportation* is required, proof of a submitted application must be provided to the Village.

Wetlands Permit

If the proposed development involves construction, dredging or regulatory wetland area, the applicant must file an application for a *Joint Regulatory Review Wetlands Permit with the U.S. Army Corps of Engineers*. The applicant may be required to submit additional studies and proposed mitigation efforts in order to receive a permit. When such an application to the *U.S. Army Corps of Engineers* is required, proof of a submitted application must be provided to the Village.



SITE PLAN CHECKLIST

An application for site plan review with required attachments must be submitted to the Planning and Development Department. Applications will not be reviewed until all of the required information set forth herein is submitted.

Ten (10) folded copies of the site plan must be initially submitted with the application. See Section 9-15-2B3 of the Village Zoning Ordinance for detailed requirements.

1. Name of proposed project _____

2. Developer or owner of site

Name _____

Address _____

Phone _____ Fax _____

3. Person or firm preparing the plan

Name _____

Address _____

Phone _____ Fax _____

(All Section references are to the Subdivision Ordinance)

4. ^{Appl} ^{Staff} Accurate boundary lines

5. Existing and proposed easements: location, width, purpose

6. Streets on and adjacent to the tract: Name and right-of-way width, center line elevation, and culverts

7. Location, size, shape, height, and use of existing and proposed structures

8. Location and description of streets, sidewalks, and fences

9. Surrounding land uses

10. Legal and common description

11. Date, north point, and scale



- | | | | |
|-----|--------------------------|--------------------------|--|
| | Appl | Staff | |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | Plan identification number |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | Ground elevation contour lines |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | All parcels of land intended to be dedicated for public use or reserved for the use of all property owners with the proposal indicated |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | Location of utilities |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | Building/use setback lines |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any significant natural features |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | Location of any 100-year recurrence interval floodplain and floodway boundaries |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | Location and classification of wetland areas as delineated in the National Wetlands Inventory |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | Existing zoning classification of property |
| 21. | <input type="checkbox"/> | <input type="checkbox"/> | Existing and proposed land use |
| 22. | <input type="checkbox"/> | <input type="checkbox"/> | Area of property in square feet and acres |
| 23. | <input type="checkbox"/> | <input type="checkbox"/> | Proposed off-street parking and loading areas |
| 24. | <input type="checkbox"/> | <input type="checkbox"/> | Number of parking spaces: |
| | | | A. Required by Village Ordinance (per Section 9-10-2-1) |
| | | | B. Provided on site plan |
| 25. | <input type="checkbox"/> | <input type="checkbox"/> | Angle of parking spaces |
| 26. | <input type="checkbox"/> | <input type="checkbox"/> | Parking space dimensions |
| 27. | <input type="checkbox"/> | <input type="checkbox"/> | Aisle widths |



- | | Appl | Staff | |
|-----|--------------------------|--------------------------|---|
| 28. | <input type="checkbox"/> | <input type="checkbox"/> | Driveway radii at the street curb line |
| 29. | <input type="checkbox"/> | <input type="checkbox"/> | Width of driveways at sidewalk and street curb line |
| 30. | <input type="checkbox"/> | <input type="checkbox"/> | Provision of handicapped parking spaces |
| 31. | <input type="checkbox"/> | <input type="checkbox"/> | Dimensions of handicapped parking spaces |
| 32. | <input type="checkbox"/> | <input type="checkbox"/> | Depressed ramps available to handicapped parking spaces |
| 33. | <input type="checkbox"/> | <input type="checkbox"/> | Location, dimensions and elevations of ground signs |
| 34. | <input type="checkbox"/> | <input type="checkbox"/> | Location and elevations of trash enclosures |
| 35. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required screening, if applicable |
| 36. | <input type="checkbox"/> | <input type="checkbox"/> | Provision for required public sidewalks |
| 37. | <input type="checkbox"/> | <input type="checkbox"/> | Certification of site plan by a registered land surveyor or professional engineer |