

NOTICE TO APPLICANTS

A. GENERAL: The Village Board, as the elected legislative body of the Village, established the Village Zoning Code by ordinance. These regulations are established on a village-wide basis and, generally, must be applied uniformly within each zoning district. Because of the general application of the zoning regulations, it is recognized that there may be conditions in an individual case which do not fit the general pattern, and that strict application of the zoning regulations may cause practical difficulty or particular hardship.

Thus, the Zoning Board of Appeals is established as a quasi-judicial body, to interpret the provisions of the code and to determine, in view of the factual evidence presented, when conditions will allow the granting of a special-use permit. The Board of Appeals may grant a special-use permit to permit reasonable use of the property and prescribe any conditions it deems necessary or desirable, subject to appropriate conditions and safeguards, in harmony with the purpose and intent of the zoning regulations and in accordance with the public interest and most appropriate development of the neighborhood. (See 40-10-4) The special-use permit may be revoked if the applicant fails to comply with requirements established by the Zoning Board of Appeals.

B. THE PETITIONER SHOULD:

1. Provide all necessary information and evidence to the Board of Appeals as to the practical difficulty or unnecessary hardship.
2. Give the Board of Appeals a clear statement as to the special use permit requested.

C. In considering requests, the Board of Appeals will consider, among other things, the following:

1. Whether or not the information and evidence presented shows the existence of practical difficulty and unreasonable hardship for the lot or tract described in the petition.
2. Whether the special-use permit will meet the zoning code requirements.
3. Whether the special-use permit requested is permitted and in accordance with the applicable zoning district regulations.
4. Whether, if the special-use permit is granted, there will be created conflicts with other laws applicable to the subject premises.
5. Whether the hardship or difficulty is self-imposed.
6. Whether the granting of the special-use permit will substantially change the character of the neighborhood or have a substantial detrimental effect on adjacent property.
7. Whether the granting of the special-use permit will be in harmony with the intent and purpose of the zoning regulations, and in the best interest of the health, safety and welfare of the citizens of the Village.
8. All applicants are encouraged to visit the office of the Zoning Administrator for assistance needed in completing forms, or answering of any questions on the zoning code.

APPLICATION FOR SPECIAL USE PERMIT

VILLAGE OF MILLSTADT • 111 W. LAUREL STREET • MILLSTADT, IL 62260 • (618) 476-1514

Application Number: _____ Fee: _____ Date Fee Paid: _____ [Form FM_SPECL.DOC - 12/95]

IMPORTANT INSTRUCTIONS

The Zoning Code of the Village of Millstadt divides the community into specific districts in which any specific use of property is either permitted by law, prohibited by law, or allowed only as a Special Use. Those uses allowed only as a Special Use are reviewed on a case-by-case basis so that any potentially negative effect can be identified and addressed. A Special Use Permit, if granted, can include special conditions under which the use must be operated. The procedures to be followed in order to issue a Special Use Permit, are listed in the Zoning Code under Section 152.212. The applicant must be prepared to prove that the request for a Special Use Permit meets the requirements as outlined in that section.

Upon submission of this application, the Zoning Board of Appeals will schedule a public hearing. You will be notified by Certified mail of the date and time of the hearing. A notice will also be published and copies mailed to affected property owners. You or a representative may be required to testify and present evidence at that hearing. The members of the Zoning Board of Appeals may question you and require other testimony. In addition, any interested party may testify either in favor of or against your request. Upon completion of the hearing, the Zoning Board of Appeals will forward a recommendation to the Board of Trustees, who then consider your request in conjunction with the Zoning Board of Appeals's recommendation and findings. If the Board of Trustees votes to grant a Special Use Permit, they will pass an ordinance which will officially enact the Permit.

APPLICANT NAME: _____ Phone #: _____

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

CHECK IF: Property Owner Contract Purchaser Lessee Other (_____)

OWNERS NAME: _____ Phone #: _____

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

ADDRESS OF PROPERTY: _____

PERMANENT TAX NUMBER: _____ LOT #: _____ ZONING DISTRICT: _____

PRESENT USE OF PROPERTY: (CHECK ALL THAT APPLY)

RESIDENTIAL: Single Family Duplex Uniplex Multi-Family (# of units _____)
 Manufactured Home Modular Home

ACCESSORY USES: Garage Carport Swimming Pool Other (_____)

BUSINESS USES: Commercial Industrial Home Occupation TYPE: _____

VACANT LOT: OTHER USE: _____

PROPOSED USE OF PROPERTY: (CHECK ALL THAT APPLY)

RESIDENTIAL: Single Family Duplex Uniplex Multi-Family (# of units _____)
 Manufactured Home Modular Home

ACCESSORY USES: Garage Carport Swimming Pool Other (_____)

BUSINESS USES: Commercial Industrial Home Occupation TYPE: _____

VACANT LOT: OTHER USE: _____

IDENTIFY THE SPECIFIC SPECIAL USE LISTING FOR WHICH A PERMIT IS REQUESTED: _____

COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE

SITE PLAN

Draw a plan of the property to scale, including all of the following: (a larger plan can be substituted)

Check each item once you have included it in your plan.

- The names and locations of all adjoining streets
- The location and dimensions of all lot lines, easements, underground utilities, etc.
- The location and dimensions of all **existing and proposed** buildings, driveways, and parking areas
- The distances between all lot lines and every building or structure, and between buildings
- Indicate the scale of your drawing as 1" = _____ ft. and identify North

YOU MUST ALSO SUBMIT THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION:

- _____ Detailed drawings or plans for all proposed structures
- _____ The legal description for property in question
- _____ Any additional documentation which supports your request

BY MY SIGNATURE BELOW, I CERTIFY THAT ALL OF THE ABOVE STATEMENTS AND THE INFORMATION CONTAINED IN ANY DOCUMENT OR PLANS SUBMITTED HEREWITH, ARE TRUE AND ACCURATE. I HEREBY CONSENT TO THE ENTRY IN OR UPON THE PREMISES DESCRIBED HEREIN, BY ALL AUTHORIZED OFFICIALS OF THE VILLAGE OF MILLSTADT FOR THE PURPOSE OF INVESTIGATING THIS APPLICATION, INSPECTING THE PROPOSED WORK, AND POSTING, MAINTAINING, AND REMOVING ANY NOTICES REQUIRED BY ORDINANCE.

APPLICANT: _____ DATE: _____

OWNER: _____ DATE: _____