



111 West Laurel Street, Millstadt IL 62260, 476-1514

## SPECIAL USE PERMIT

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### OFFICE USE ONLY

Date: \_\_\_\_\_

Permit # SU -

Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_

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### 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 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' 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.

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### PLEASE PRINT CLEARLY

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Check one:

☐

Property Owner

☐

Contract Purchaser

☐

Lessee

☐

Other (\_\_\_\_\_)

Owners Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Lot # \_\_\_\_\_ Zoning District: \_\_\_\_\_

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**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 (\_\_\_\_\_)

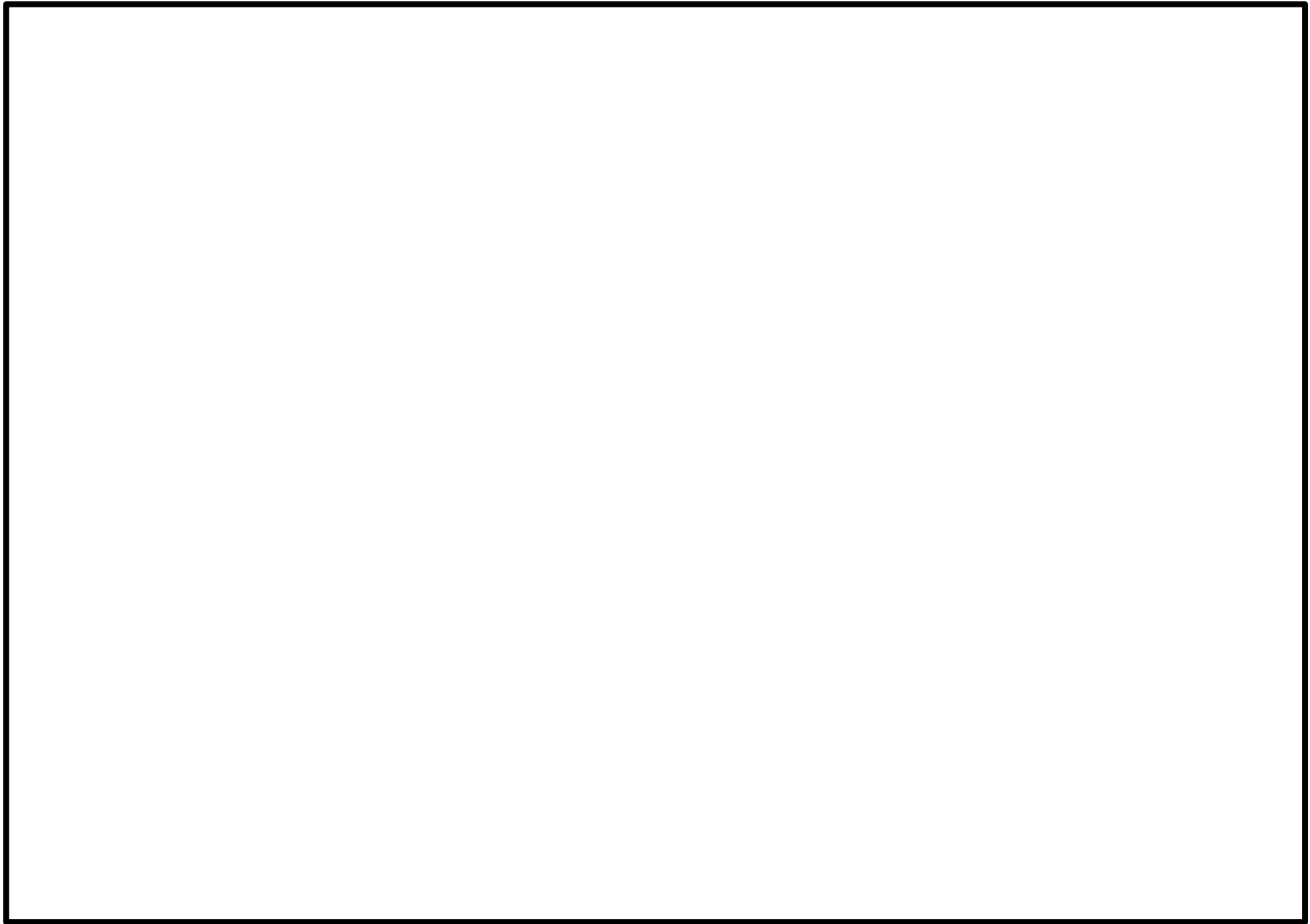
Identify the specific Special Use listing for which a permit is requested: \_\_\_\_\_

## 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 building, driveways & 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 \_\_\_\_\_



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618-476-1514

**Amendment, Special Use & Variance Instructions**

Please turn in the following information when applying for a Zoning Special Use, Variance or Amendment:

1. Completed Building Permit Application
2. Completed Special Use, Variance or Amendment Application
3. Names and addresses of all landowners within 250 feet of your property. (This information is acquired from Mapping and Platting at the St. Clair County Courthouse).

All of this information must be submitted by **5 pm on the last working day of the month** prior to your zoning hearing (i.e.: if your hearing is scheduled for February your documents must be submitted to Village Hall before 5 pm on January 31<sup>st</sup>).

Note: You will be billed for the publication fee, postage and application fee (Amendment \$100.00, Special Use \$50.00 and Variance \$50.00), which must be paid before the meeting date.