



**VILLAGE OF MATTESON
SPECIAL USE PERMIT PROCEDURE**

OUTLINE

1. Pre-application meeting with Community Development Department;
2. Preparation of application packet;
3. Review of packet by Community Development Department staff (recommended);
4. Formal application (submission of packets and fee);
5. Notice in newspaper, notice by letter to surrounding property owners, sign on site;
6. Review by Plan Commission at a public hearing;
7. Preparation of public hearing transcripts or minutes;
8. Action by Village Board at meeting;
9. Adoption of ordinance.

SPECIAL USE PERMIT PROCEDURE

1. **Pre-Application Meeting** – The petitioner should meet with the Community Development Staff for a pre-application meeting to informally discuss the proposed Special Use prior to filling out a formal application. At the pre-application meeting, the petitioner should provide general information that describes or outlines the existing conditions of the site and the proposed Special Use. A request to informally discuss the proposed Special Use with the Plan Commission may be made at this time. The Community Development staff will also review the types of required submittals (see item #2 below and attached Submittals List), the number of copies required and the approximate length of review time required by the Village.

The petitioner is encouraged to become familiar with the appropriate provisions of the Zoning Code.

2. **Required Submittals** – The petitioner shall prepare the following items for submittal to Village staff:
 - a). **Application** – Completed application for Special Use Permit (form attached);
 - b). **Plat of Survey** – A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with contour lines depicting the existing grade and a statement that the property is or is not in the floodplain;
 - c). **Site Plan** – A plan or plat drawn to scale, including a north arrow, address of the site, name of the preparer and date, showing:
 - 1) Lot line dimensions and lot area;
 - 2) Existing or proposed grades with contour intervals not in excess of two feet;
 - 3) Location of any existing and proposed structures on the lot;
 - 4) Street locations, right-of-way widths and pavement widths;
 - 5) Location, width and materials of sidewalks, curb cuts and driveways;
 - 6) Location and size of any sanitary sewer and water lines or septic systems and wells, location of storm sewers;
 - 7) Location and width of easements;
 - 8) Location of parking areas, type of surface, dimension of parking spaces and drive aisles;

- 9) Location of loading areas, types of surface, dimensions, striping and signing, type of screening;
 - 10) On-site traffic access and circulation delineated by directional arrows and signs;
 - 11) Open spaces;
 - 12) Location of existing and proposed signs;
 - 13) Location, height and type of existing and proposed lighting;
 - 14) Location, size and species of existing and proposed landscaping;
 - 15) Zoning of subject property and adjacent properties;
 - 16) Other data that may be necessary for the review of the application, as determined by the Planning and Development staff.
- d) Proof of Ownership – A copy of a Guarantee Title Policy or other proof of ownership as approved by the Community Development Department staff;
- e) Disclosure of Interest – If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners, shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders, including the names of the officers and directors, should be provided (form attached);
- f) Affidavit of Authorization – A document signed by the owner of the subject property which authorizes the petitioner to represent them for the Special Use request shall be provided (form attached);
- g) Narrative Statement – A description of the existing and proposed use(s) of all structures and land. The statement should evaluate the economic effects of the proposed Special Use and the impacts of such elements as noise, glare, odor, fumes, and vibration on adjoining property. The statement should discuss the general compatibility with existing and proposed uses in the general vicinity and with the recommendations of the Comprehensive Plan; and
- h) List of surrounding property owners and preaddressed labels – A list of all the property owners within two-hundred and fifty (250) feet, excluding streets, rail roads, or other rights-of-way, of the subject property. Preaddressed labels appropriate for placing on standard #10 (4½ x 9½ inch) envelopes.

NOTE: Waiver of the required documentary evidence can be granted by the Community Development Director provided staff determines that the information is insignificant or unnecessary.

NOTE: If the plans accompanying the Special Use application are required to be recorded with the Cook County Recorder of Deeds, the petitioner should have

the surveyor sign a Letter of Authorization (form attached) which designates the Village of Matteson as the agent to record the plan.

NOTE: The petitioner should be aware that the requirements outlined herein are the minimum requirements for processing an application for Special Use and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed Special Use meets the intent and requirements of the Zoning Code.

3. **Preliminary Staff Review** – When the petitioner has plans in substantially completed form, it is recommended that a draft copy of all application documents shall be submitted for preliminary review by the Community Development staff. Staff will review the project for compliance with all applicable Village ordinances and will raise any concerns or issues with the proposal. Following review by staff, the petitioner may wish to modify the proposal to respond to staff comments.
4. **Formal Application** –
 - a) Special Use requests require an application fee of \$750.00. The fee is payable when formal application is made for a Special Use Permit;
 - b) Upon receipt of the required number of copies of all of the items enumerated above and the application fee, the Community Development staff shall set a date for a public hearing before the Plan Commission on the application for Special Use Permit. The application must be received a minimum of 21 days in advance of the proposed public hearing date;
 - c) Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Planning and Development staff will place a legal notice in either The Daily Southtown or the Star newspaper which will describe the petitioner's request, location of the subject property and the time, date, and location of the public hearing. The staff will also mail a notice of the Special Use request to property owners within 250 feet of the subject property and will cause a sign to be placed on the subject property not less than 15 days prior to the public hearing which announces that a public hearing regarding the subject property will be held. The sign shall remain until completion of the public hearing, after which it will be removed. Jurisdiction of the Plan Commission to hold the public hearing shall not be affected by the absence of a sign, if such absence is not the result of the petitioner; and
 - d) The Community Development Director, if he/she considers it necessary, may call upon any Village department or official for their review of the proposed Special Use prior to any public hearing. Such review shall be in writing and take no more than ten days.

5. **Staff Review** – The Community Development Staff will review the request for compliance with the provisions of the Comprehensive Plan, Zoning Code and other applicable codes. Staff will also visit the subject property. A staff report, which summarizes the request and presents staff concerns, will be prepared and submitted to the Plan Commission. The petitioner will be provided a copy of the staff report and the agenda prior to the Plan Commission meeting.

6. **Public Hearing** –
 - a) The Community Development staff will submit the application, staff support and any other supporting documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the first and third Thursday of each month, at 7:30 p.m. in the Matteson Village Hall, 4900 Village Commons Drive;

 - b) The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for a Special Use Permit in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required, for the petitioner to prepare color versions of the plans (site plan, landscaping, building drawings), mounted for presentation purposes;

 - c) The Plan Commission may make a decision at one meeting or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: additional information is deemed necessary; Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; or insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published; however the sign remains on the subject property;

 - d) At the close of the public hearing, the Plan Commission will take a roll call vote on the requested Special Use. The Plan Commission may recommend approval, approval with conditions, or denial. In making its recommendation, the Plan Commission must find that the requested Special Use:
 - 1) Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan or the Zoning Code;

 - 2) Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or

intended character of the general vicinity and that such use will not change the essential character of the same area;

- 3) Will not be hazardous or disturbing to existing or future neighborhood uses;
- 4) Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structure, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed Special Use shall be able to provide adequately any such services;
- 5) Will not create excessive additional requirements at public cost for public facilities and services and will not be detrimental to the economic welfare of the Village;
- 6) Will not involve uses, activities, processes, materials, equipment or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors;
- 7) Will have vehicular approaches to the property which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads;
- 8) Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief; and
- 9) Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community.

7. **Final Action:**

- a) Within 90 days after the close of the public hearing, the Plan Commission will submit to the Village Board the minutes or transcripts which contain the Commission's recommendations to the Village Board and summarize what occurred at the public hearing, the exhibits presented and the citizens and witnesses heard;
- b) After receiving the minutes or transcripts and supporting documents, the Village Board will schedule the request on a Village Board agenda. The Village Board meets on the 1st and 3rd Monday of each month. The petitioner will be informed by the Community Development Department staff at which Village Board meeting they are scheduled to be heard. The

petitioner or his/her representative must be in attendance at these meetings.

- c) The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested Special Use. Conditions or restrictions may be required to reduce or minimize injurious effects of Special Uses on other property or to implement the general purpose and intent of the Zoning Code. Action on the requested Special Use will be by an ordinance which is adopted by the Village Board.
- d) After the Village Board votes on the petition, if the decision is to approve the Special Use Permit, the petitioner may seek building permits after the ordinance has been approved and signed. A building permit must be applied for within 18 months from the date of the ordinance or the Special Use Permit will become null and void. The Planning and Development Department will compare plans submitted for permits to the plans that were approved by the Village Board and any conditions applied to the Special Use Permit.

Questions may be directed to the Village Planner at phone number 708.283.4900.



**APPLICATION FOR SPECIAL USE PERMIT
VILLAGE OF MATTESON**

The undersigned petitions the President and Village Board of Trustees of the Village of Matteson, Illinois, to consider the Special Use described in this application.

Date Filed: _____ **Application No:** _____

Name of Applicant: _____

Contact Information:

Address of Applicant: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Property Interest of Applicant: _____

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: _____

Contact Information:

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Address and Legal Description of Property: _____

Permanent Index No. (PIN): _____ **Zoning:** _____

Lot Dimensions: _____ **Lot Area:** _____

Present Use: _____

Requested Use/Construction: _____

Estimated Date to Begin New Use/Construction: _____

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the

Comprehensive Plan, and how it fulfills the requirements of Section 159.60(C)6b of the Zoning Code: _____

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code: _____

2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area: _____

3. Will not be hazardous or disturbing to existing or future neighborhood uses: _____

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services: _____

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village: _____

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors: _____

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads: _____

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief: _____

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community: _____

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Matteson for the purpose of inspection.

I (We) consent to pay the Village of Matteson all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

Signature of Applicant

Date

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED
BY COMPLETING THIS APPLICATION IN DETAIL**

Experts Contact Information (if applicable):

Name of Attorney: _____

Address of Attorney: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of Engineer: _____

Address of Engineer: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of Surveyor: _____

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of _____: _____

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of _____: _____

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of _____: _____

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Name of _____: _____

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

OWNERSHIP BY LAND TRUST

Date: _____

Address of Property: _____

Legal Description: _____

TRUSTEE: _____ TRUST NO. _____

Address: _____

LIST ALL BENEFICIARIES:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

OWNERSHIP BY A CORPORATION

Date: _____

Address of Property: _____

Legal Description: _____

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

AFFIDAVIT OF AUTHORIZATION

I, _____ owner of the property
described as _____

verify that _____
is duly authorized to apply and represent my interests before the Matteson Plan
Commission, Zoning Board of Appeals, Architectural Review Commission, and/or
Village Board of Trustees. Owner acknowledges that any notice given applicant is
actual notice to owner.

OWNER

NOTARY

LETTER OF AUTHORIZATION

I, _____, Registered Land Surveyor with the State of Illinois, hereby authorize the Village of Glen Ellyn to record the plat(s) or plan(s) prepared by me for _____.

Name

Date



Matteson Project Submittals List - Subject: _____ **Date:** _____

Address: _____ **PIN(s):** _____

		(x) if	
Applications		Required	Fees
1.	Annexation*	_____	_____
2.	Special Use Permit	_____	_____
3.	Annexation for a Planned Unit Development	_____	_____
4.	Zoning Map Amendment	_____	_____
5.	Zoning Text Amendment	_____	_____
6.	Subdivision	_____	_____
7.	Zoning Variations	_____	_____
 Submission Materials		 Yes	 No
8.	Cover Letter Listing Attachments	_____	_____
9.	Narrative Statement/Use Description	_____	_____
10.	Proof of Ownership	_____	_____
11.	Disclosure of Interest	_____	_____
12.	Affidavit of Authorization	_____	_____
13.	Quantitative Summary	_____	_____
14.	Plat of Survey/Legal Description	_____	_____
15.	Existing Conditions Plan	_____	_____
16.	Surrounding Conditions Plan	_____	_____
17.	Site Plan	_____	_____
18.	Landscape Plan	_____	_____
19.	Tree Survey & Analysis	_____	_____
20.	Building Elevation Drawings (4 sides)	_____	_____
21.	Color Rendering	_____	_____
22.	Floor Plan	_____	_____
23.	Photometric Plan with Light Fixture Cut Sheets	_____	_____
24.	Sign Elevations	_____	_____
25.	Sign Plan	_____	_____
26.	Trash Enclosure/Exterior Equipment/Fences/Screening	_____	_____
27.	Grading Plan (if new construction)	_____	_____
28.	Utilities Plan	_____	_____
29.	Road Plans/Details	_____	_____
30.	Public Improvements List	_____	_____
31.	Public Improvements Cross-sections	_____	_____
32.	Deed/Easement Agreements	_____	_____
33.	Letter of Authorization to Record Plats	_____	_____
34.	List of surrounding property owners and preaddressed labels	_____	_____
35.	Other	_____	_____
36.	Other	_____	_____

*Fees for the review of the petition and annexation agreement by the Village Attorney are not included. They are billed at an hourly rate.