

REQUEST FOR SPECIAL EXCEPTION PERMIT

Zoning Board of Appeals
Shelby County, Illinois

Special Exception Permit No. \_\_\_\_\_
Date: \_\_\_\_\_, \_\_\_\_\_

(DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY)

Date set for hearing: \_\_\_\_\_, \_\_\_\_\_
Notice published on: \_\_\_\_\_, \_\_\_\_\_
Newspaper: \_\_\_\_\_

Perm. Parcel No. \_\_\_\_\_
Zone District Classification \_\_\_\_\_
Fee Paid: \$ \_\_\_\_\_
Date: \_\_\_\_\_

Recommendation of Plan Commission
( ) Denied
( ) Approved
( ) Approved with modification

Action by Zoning Board of Appeals
( ) Denied
( ) Approved
( ) Approved with modification

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

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

Instructions to Applicants: A special exception permit allows development listed in the Zoning Ordinance which have been designated "special exceptions". These may be public service uses which, although generally considered desirable or compatible with other uses in the zone district in which they may be permitted, require special review. This review is performed by the Zoning Board of Appeals at a public hearing.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least fifteen (15) days before the hearing and the publication cost must be paid by the applicant prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least ten (10) days prior to the hearing date. The applicant or his duly authorized agent must appear at the hearing and present his case to the Board of Appeals.

The applicant should be able to show, by a site plan and documentary evidence, that the proposed development will be in harmony with the general purpose and intent of the Zoning Ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare.

All information requested below, a site plan as described on the attached sheet, and a development schedule providing reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled. Applicants are encouraged to visit the Office of the Zoning Administrator for any assistance needed in completing this application.

1. Name of Applicant(s): \_\_\_\_\_
Phone: \_\_\_\_\_ Address: \_\_\_\_\_
(Street) (City) (Zip Code)

2. Property interest of applicant:
( ) Owner ( ) Contract Purchaser ( ) Lessee ( ) Other: \_\_\_\_\_

3. Name(s) of Owner(s) (if other than applicant): \_\_\_\_\_  
\_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

4. Location of Property:

Address: \_\_\_\_\_  
(Street) (City) (Zip Code)

Legal description (Lot, block and subdivision, or metes and bounds):

\_\_\_\_\_  
\_\_\_\_\_

5. Present use of property: ( ) Industrial ( ) Residential ( ) Commercial  
( ) Other: \_\_\_\_\_

6. Type of development for which special exception permit is requested:

A. Special use (specify): \_\_\_\_\_

B. Planned Unit Development: ( ) Single-Family Development  
( ) Multi-Family Development  
( ) Mobile Home Park  
( ) Commercial Development  
( ) Other: \_\_\_\_\_

7. **Development - schedule:** A development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development.

8. **Density (for residential developments only):**

Number of Structures \_\_\_\_\_ Dwelling Unites Per Structure \_\_\_\_\_

Total Number of Dwelling Units \_\_\_\_\_

Estimated Number of Persons Per Dwelling Unit \_\_\_\_\_

Population of Development

Density = Acreage in Development = \_\_\_\_\_ = \_\_\_\_\_ persons/acre

9. Names and address of adjacent property owners and present use of property:

**NAME**

**ADDRESS**

**PRESENT USE**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. "I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of this County for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law."

DATE: \_\_\_\_\_, \_\_\_\_\_

APPLICANT(S): \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_, \_\_\_\_\_

OWNER(S): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SITE PLAN**

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, building, driveways, and off-Street parking spaces.
- B. Distance between: Buildings and front, side and rear lots lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
- C. Location of: Signs, easements, underground utilities, septic Tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by Zoning Administrator and applicable sections of the Zoning Ordinance.

SCALE: 1" = \_\_\_\_\_