

Village of Rantoul
APPLICATION FOR SPECIAL USE

Procedures:

- 1) Applicant and/or his agent shall meet with the Zoning Administrator to discuss a request for a Special Use, obtain an application form and present preliminary information.
- 2) The applicant or his agent shall complete the application and shall prepare a site plan and other supporting materials that contain the information requested in the application as well as: description of business operations, including hours, products, market area, traffic volumes, and timetable for development (if applicable); A written joinder agreement signed by the title holder of the property and notarized, concurring with the special use request (if the applicant is not the owner of the property).
- 3) The applicant or his agent shall file the completed application form, and the required site plan and exhibits, with the Zoning Administrator and pay the filing fee of \$50.00. The request will go to the Village attorney for review and to set the public hearing before the Planning & Zoning Commission.
- 4) The Village will have notice of the public hearing published one time in a local newspaper of general circulation at least 15 days but no more than 30 days prior to the hearing. You, as the applicant, will be responsible for the publication costs which you will be billed for by the Village. The publication costs usually run approximately \$100, however could be more depending on the type of request.
- 5) Notices of the public hearing will be mailed to all property owners within 250 feet of the outer boundaries of the property in question. Said mailing shall be completed at least 15 days but not more than 30 days prior to the public hearing. The failure of any property owner to receive such notification shall not invalidate the proceedings.
- 6) You, as the applicant, will receive a Notice of Meeting telling you when the meeting will be set for and the time. If for some reason you are unable to attend, please notify us immediately so that we can make arrangements to postpone, etc.
- 7) The Planning and Zoning Commission will conduct a public hearing and make a recommendation to the Village Board for approval, conditional approval, or denial of the proposed Special Use Permit. The applicant(s) or a representative must be present at the public hearing.
- 8) The Village Board will then take final action on the Special Use Permit at the next regularly scheduled village board meeting which are held the second Tuesday of each month. Once the Board has made its decision any building permits needed can be issued.

Any and all questions with regards to Special Use Requests should be referred to Chris Milliken, Urban Planning Manager at (217) 892-6822.

TO: The Planning & Zoning Commission
of the Village of Rantoul,
Champaign County, Illinois

Zoning Case Number: _____
Date of Filing: _____
[For Village Use Only]

APPLICATION FOR SPECIAL USE

1. **Applicant(s):** Set forth the full name(s) of each of the Applicant(s) as appearing on the deed or other instrument of transfer for the property and specify the nature of the legal or equitable ownership interest of the Applicant(s) in the property and the date any such interest was acquired.

Name(s): _____

Address(es): _____

Daytime Phone: _____

Email Address: _____

Nature of Property Interests: _____

Date Property Interests Acquired: _____

2. **Property:** Set forth the legal description, common address and current zoning classification of the property. **(NOTE: The Village of Rantoul CANNOT fill in the legal description for you. You can find the legal description on your mortgage or title search. If the legal description is not listed below on this application, then the application will be rejected and you will have to reapply)**
Legal Description (Attach additional sheet, if necessary):

Common Address: _____

Current Zoning Classification: _____

Present Use of Property: _____

3. **Special Use Request**: Set forth specifically the applicable Section(s) of the Zoning Ordinance authorizing the requested special use in the applicable zoning district, a detailed description of all proposed activities in connection with the requested special use and the nature of any proposed improvements to the property in connection with the requested special use.

Section(s):

Description of All Activities Involved in Special Use:

Proposed Investments (e.g., to construct, reconstruct, enlarge, modify or demolish any structure(s) or other improvements; generally describe any structure(s) or other improvements so affected):

4. **Factors Involved in Special Use**. To the extent applicable, set forth in detail the various factors involved in connection with the extent and intensity of the requested special use, including, but not limited to: the hours of operation; the expected number of customers, guests or clients per day; the expected number of employees; any required vehicular access and the expected number of vehicles per day; any special health, safety or sanitation requirements; any sign or lighting requirements; any noise, odor, dust, smoke or vibration expected to be emitted; and any other conditions which might have an impact upon nearby properties or upon the character and future development of the applicable zoning district.

5. **Site Plan**. Submit with this application, a site plan, approximately to scale, of the property showing the lot lines, dimensions, the location of any existing structure(s) and/or any other improvements to be constructed on the property, including parking and loading areas, if any, and the location of the area where the special use is sought. The site plan should be on paper no larger than 11" x 17". At least ten 10 copies of such site plan shall be submitted with this application.

6. **List of names and address of all adjacent property owners within 250 feet.** Submit a list that contains the common addresses, owner names and mailing addresses for all properties located within 250 feet of the subject property. (the width of any public street or alley should be excluded in determining such 250 foot requirement). You should be able to obtain this information through the Champaign County Supervisor of Assessments office via their website at <http://www.co.champaign.il.us/ccao/propsearch.php>.

7. **Filing Fee and Cost of Publication.** Attach the filing fee in the form of a check made payable to the Village of Rantoul in the amount of \$50.00. The costs of publishing any notices of the public hearing to be held in connection with this application must also be paid by the Applicant(s) in the form of a check made payable to the Village of Rantoul upon being billed by the Village of Rantoul for such costs.

8. **Authorization or Consent of Others Having Ownership Interests.** If the Applicant(s) signing this application below do not include all persons or entities having a legal or equitable ownership interest in the property, submit with this application the written authorization or consent of any such other persons or entities to make application for the special use requested.

Each of the undersigned, being first duly sworn do hereby state that each knows the contents of this Application and the matters and things therein set forth, and that the same are true and correct to the best of the knowledge and belief of each of the undersigned.

DATED this _____ day of _____, 20____.

Signature of Applicant

Signature of Applicant

Subscribed and sworn to before me this
_____ day of _____, 20____.

Notary Public