



**ADMINISTRATIVE
SPECIAL USE & VARIATION APPLICATION**

Department of Planning & Zoning
200 E. Wood Street · Palatine, IL · 60067-5339
Telephone: (847) 359-9047 · Fax (847) 963-6247

CONTACT INFORMATION WORKSHEET

PETITIONER(S)		Business Name (If applicable)	
Address		City/State/Zip Code	
Telephone	Fax		
Email			
Subject Property Address			
AUTHORIZED AGENT (if applicable)		Business Name (if applicable)	
Address		City/State/Zip Code	
Telephone	Fax		
Email			



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Office Use Only	Project Planner	Zoning Case #
	Filing Fee	Notification Deadline
	ZBA Public Hearing Date	Village Council Date

date received

Background Information	PETITIONER(S)		Business Name (if applicable)
	Subject Property Address		
	AUTHORIZED AGENT (if applicable)		Business Name (if applicable)
	Address		City/State/Zip Code
	Telephone	Fax	Email
	Relationship to Petitioner (contractor, architect, etc.)		
	TYPE OF APPLICATION (check one)		
	<input type="checkbox"/> Special Use <input type="checkbox"/> Special Use Amendment <input type="checkbox"/> Variation		
	Existing Zoning District	Existing Land Use	Proposed Land Use
	Generally describe your request:		
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I swear that the information contained on Page 1 herein and in any accompanying documents is accurate to the best of my knowledge.

Signature

Date

Administrative Special Use

Required Materials

- Filing Fee of \$ _____
- Application Form
- Plat of Survey (must show all current improvements and be sealed by an Illinois certified surveyor)
- Site Plan & Floor plan (dimension, location, and setbacks of all existing and proposed buildings) – **one 11x17 copy each, electronic version preferred**
- Real Estate Interest Disclosure Form (see attached)
- Proof of Ownership or Lease (e.g. Title Insurance Policy, Deed, or Purchase Contract)

Additional Materials (as required by the Village)

- Elevation Plan (front, side, and rear elevations of a proposed building), and/or Floor Plan (proposed interior layout) – **one 11x17 copy of each plan, electronic versions preferred**
- Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- Photographs (e.g. ground-level or aerials)
- Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.05 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Variation only, you do not need to answer these items.***

1. The use is deemed necessary for the public convenience at that location

2. The use is designed, located, and proposed to be operated that the public health, safety and welfare will be protected

3. The use will not cause substantial injury to nearby property values

4. With respect to live entertainment uses, the use shall not:
 - a. Produce noise levels so great as to constitute an unreasonable interference for persons outside the confines of the establishment
 - b. Impose undue health, sanitation or safety burdens on the village
 - c. Create excessive demands on the Village of Palatine Police Department
 - d. Be of a nature otherwise prohibited by law or village ordinance
5. For fence standards, see Section 14.05 of the Palatine Zoning Ordinance

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- Engineering Plans (must indicate existing conditions, topography, storm water management, tree preservation, utility connections, detention calculations, and a cost estimate)
- Photographs (e.g. ground-level or aerials)
- Other materials as deemed necessary by the Village

Petitioner Justification

The Petitioner is required to present specific evidence related to each of the following standards to justify the request (paraphrased from Section 14.03 of the Palatine Zoning Ordinance). Answer the items below and attach a separate sheet if necessary. ***If you are applying for a Special Use only, you do not need to answer these items.***

1. That the property cannot yield a reasonable return if used only under the conditions allowed by the regulations governing the zoning district in which it is located

2. That the plight of the owner is due to unique circumstances

3. That the variation, if granted, will not alter the essential character of the locality

4. In order to supplement the above standards, the Zoning Board of Appeals may also consider the following:
 - a. The particular surroundings, shape, or topographical conditions of the property
 - b. A unique hardship for the property not generally applicable to other properties in the same zoning district
 - c. The request is not based on a desire to make more money out of the property
 - d. The petitioner has not created the alleged hardship for the property
 - e. The request will not be detrimental to the public welfare or other properties in the neighborhood
 - f. The request will not impair the supply of light and air to adjacent properties, substantially increase the danger of fire, endanger the public safety, or substantially diminish or impair neighboring property values

Real Estate Interest Disclosure Form

Name of Disclosing Party (individual, business, etc.)		
Relationship to Petitioner (check one)		
<input type="checkbox"/> Petitioner <input type="checkbox"/> Legal Entity holding an Interest (i.e. realtor, attorney, etc.) <input type="checkbox"/> Legal Entity Holding a Right of Control (i.e. landlord, etc.)		
Address of Disclosing Party		City/State/Zip Code
Telephone	Fax	Email
Address of Subject Property		City/State/Zip Code
Legal Description of Subject Property (see plat of survey or title)		
List All Persons Deriving an Interest in Subject Property (i.e. owner, lessee, etc.)		
Name	Address	Legal Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

<p>I affirm that there are no other persons deriving any interest from or through me or from or through any other person or entities above set forth in the property which is the subject of the contract or application for which I am filing this disclosure notice whom I have not disclosed.</p> <p>I understand that if there are any changes in the interest disclosed in this disclosure notice during the terms of the subject contract or before the Village has taken final action on the matter for which this disclosure notice is filed, I shall file a subsequent disclosure notice disclosing such changes.</p> <p>_____</p> <p>Signature Date</p> <p>SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20__.</p> <p>_____</p> <p>Notary Public Signature</p>
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Project Planner	Zoning Case #
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AFFIDAVIT OF NO NEW IMPROVEMENTS

I am the owner of record, of the property with the legal description as stated on the attached plat of survey. I hereby affirm that the survey attached hereto is the survey for said property, and that the attached survey accurately depicts the current conditions with all existing improvements to the property as of the date of this affidavit.

Affiant further states that survey is correct and complete representation of all improvements now located on the premises described in the above referenced title commitment, except for: _____

I fully understand that in the event the attached survey does not accurately depict all existing improvements made to the property as of today's date, the Village of Palatine may elect to reject this plan and the permit for which I am applying shall not be approved (or work in progress pursuant to the permit will be stopped) until an accurate survey has been received and approved by the Village of Palatine.

PROPERTY OWNERS SIGNATURE REQUIRED

CERTIFIED BY:

Property Owner Signature: _____ Date: _____

Property Owner Print Name: _____

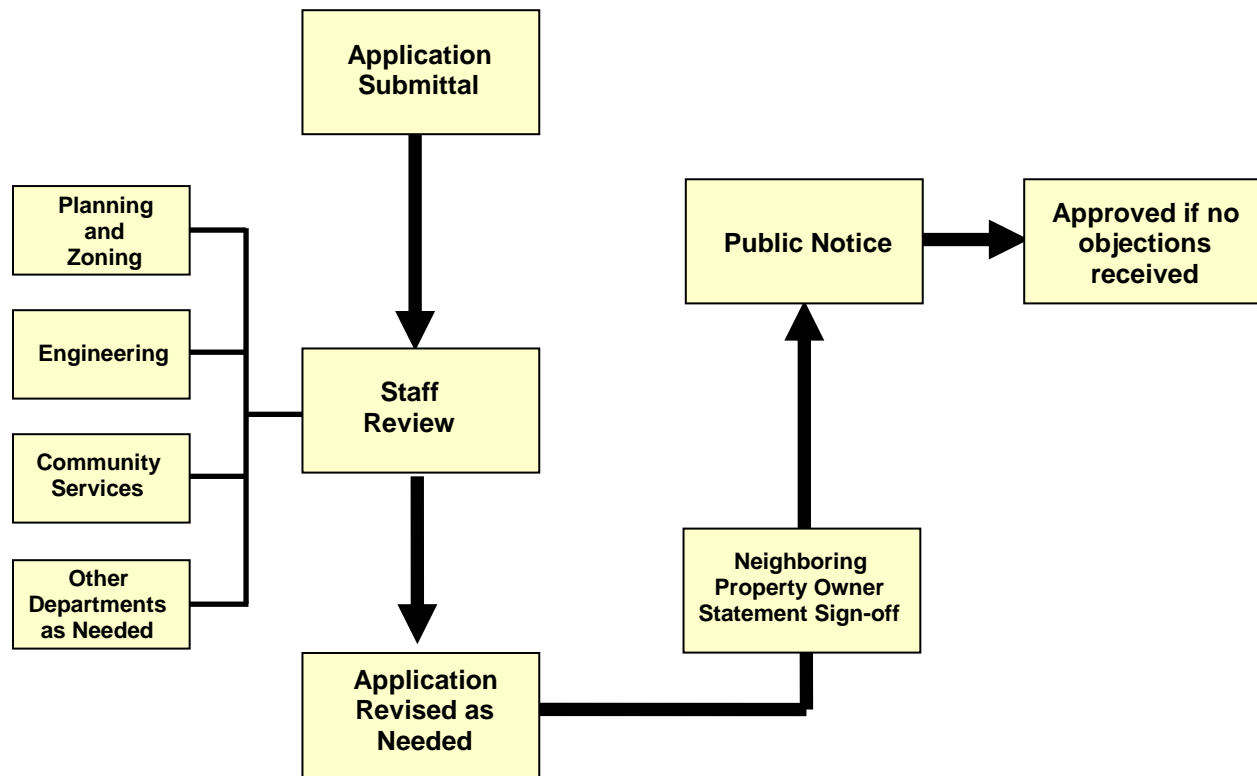
Property Address: _____

PIN #: _____

Name of Surveyor: _____

Date of Survey: _____

Survey Order No.: _____



APPLICATION SUBMITTAL

- Schedule a pre-submittal meeting with the Planning and Zoning Department to discuss the proposal with Staff and become familiar with the Village’s requirements and procedures. A meeting may be scheduled by calling the Planning and Zoning Department at 847-359-9047.
- Submit a complete application.
 - Once a complete application has been submitted, a project planner will be assigned to the request.
- The entire process typically takes 3-5 weeks from the date of submittal, depending on the complexity of the request.

STAFF REVIEW

- Upon receipt of a complete application, the project planner coordinates an internal review of the request.
 - The request is reviewed by Planning and Zoning, Engineering, and Community Services, as well as other departments as needed.
- Once the review is completed, the project planner sends a review letter to the Petitioner.
 - A review letter contains any staff questions and concerns, and may include requests for additional information and/or plan revisions. Additional reviews may be required.

PUBLIC NOTICE

After the Administrative Special Use or Variation application is submitted and reviewed by the various Village Departments, the Village will indicate if the applicant may proceed forward with seeking approval of the requested relief, as follows:

- The applicant must review the requested relief and all associated proposed plans with the required adjacent property owners. The Village will provide a list of adjacent property owners for the applicant to notify. As part of this review, the applicant obtain and submit a signed statement, on a Village provided form, along with a set of the proposed plans, confirming that those property owners have no objection to the requested Administrative Special Use or Variation.
- In conjunction with the submitted approval from all required adjacent property owners, the Village will send a copy of the Administrative Special Use or Variation application and plans by standard mail to all taxpayers of record and occupants within 250 feet of the boundaries of the subject property. If there are no written objections filed with the Department of Planning and Zoning within 10 days of receipt of such notice, the Administrative Special Use or Variation may be granted. If an Administrative Special Use or Variation is not granted, the applicant may file for a standard Special Use or Variation.

NOTE: CONCURRENT BUILDING PERMIT REVIEW

A Petitioner may submit building plans and permits to the Village at any time. The plans may or may not be reviewed until the petition review process has been completed. If the zoning request is approved, the project planner forwards the final plans and ordinance to Building Services and any other appropriate department. **Please note the review of the Special Use and/or Variation does not reflect a complete review and approval of the building permit submittal. For questions regarding the building permit or submittal requirements, please contact the Community Services Department at 847-359-9042.**