



SPECIAL USE PERMIT PETITION

TO: City Council, City Clerk, and Mayor of the City of DeKalb, Illinois

FROM: Petitioner Name(s): _____ Telephone: _____

Petitioner's Representative: _____ Cell: _____

Mailing Address: _____ Email: _____

Property Owner: _____ Telephone: _____

Mailing Address: _____ Cell: _____

_____ Email: _____

1. The petitioner hereby petitions the City of DeKalb to approve a Special Use Permit for the following property:
 - A. Legal Description and Parcel Number(s) – If necessary, attach the full legal description on a separate piece of paper: _____

 - B. Street Address or Common Location: _____
 - C. Size (square feet or acres): _____
 - D. Existing Zoning District: _____
 - E. Proposed Special Use: _____
 - F. Proposed Use and Description: On a separate piece of paper, describe the proposed use's characteristics such as operating hours, number of employees, capacity of facility, etc. Also, indicate whether or not the proposed use would: a) be in conformance with City's Comprehensive Plan and how the proposed use may; b) impact adjacent existing and future land uses; c) impact adjacent property values; d) impact the general public's health, safety, and welfare; and e) in conformance with all elements of the "UDO," Unified Development Ordinance.

2. The petitioner hereby submits the following information:

Vicinity map of the area proposed for the special use

List of current owner and mailing addresses of all property within 250 feet (exclusive of right-of-way) of the property proposed to be rezoned

Petition fee (\$500.00)

6 full size copies ***and*** an electronic copy on a disk of a site plan, which must show the following items:

Property dimensions

Location and use of proposed structure

Number and location of parking spaces and loading area

Location and type of landscaping (including existing trees 6" in diameter or greater and existing tree masses

Location, type, and height of fencing or walls

Location and width of driveways and curb cuts; internal traffic patterns

Floor area (square footage)

Location of exterior lighting

Location, type, and height of signage

Direction of storm water flow, location of detention area

(Note to Petitioner: A site plan for a special use permit is intended to be a schematic plan only. All plans must eventually conform to other City standards prior to the issuance of any building permits or other permits.)

3. The petitioner hereby states that a pre-application conference was was not held with City staff prior to the submittal of this petition.

*Date of pre-application conference: _____

Those in attendance: _____

***(Note to Petitioner: A pre-application conference with staff is highly encouraged to avoid delays and help in the timely processing of this petition.)**

4. The petitioner hereby agrees that this petition will be placed on the Planning and Zoning Commission's agenda only if it is completed in full and submitted in advance of established deadlines.

5. The petitioner has read and completed all of the above information and affirms that it is true and correct.



6. Petitioner/property owner(s) hereby give the City of DeKalb permission to post a public notice sign(s) on the subject property.

Petitioner Signature

Date

Petitioner Signature

Date

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

stamp

Notary Public Signature

I hereby affirm that I am the legal owner (or authorized agent or representative of the owner – proof attached) of the subject property and authorize the petitioner to pursue this Special Use Permit petition as described above (petitioner must sign if s/he is the owner).

Property Owner Signature

Date

Property Owner Signature

Date

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

stamp

Notary Public Signature