



## REQUEST FOR SPECIAL USE PERMIT ZONING BOARD OF APPEALS EDWARDSVILLE, IL

(Do not write in this space - for office use only)

Date set for hearing: \_\_\_\_\_  
 Notice published on: \_\_\_\_\_  
 Newspaper \_\_\_\_\_  
 Action by Zoning Board of Appeals:  
 Denied \_\_\_\_\_  
 Approved \_\_\_\_\_  
 Approved with modification \_\_\_\_\_  
 Date: \_\_\_\_\_

SPECIAL USE PERMIT REQUEST NO. \_\_\_\_\_  
 DATE \_\_\_\_\_  
 Zone District Classification \_\_\_\_\_  
 Fee Amount \_\_\_\_\_ Date Pd \_\_\_\_\_  
 Parcel ID No. \_\_\_\_\_  
 FEMA/FIRM Zone: \_\_\_\_\_  
 Soil Survey Sheet No. \_\_\_\_\_  
 Undermined \_\_\_\_\_

Instructions to applicants: To request a Special Use Permit:

- 1) This application for a Special Use Permit **must** be complete.
- 2) All requests for Special Use Permits **must** include a site plan with the application showing the information listed in item 10 paragraphs a), b), c), d) (an "Air Photo Overlay" from Madison County Maps and Plats for the subject property), & e).
- 3) Development schedule providing reasonable guarantees for the completion of construction **must** be provided.
- 4) Names and Addresses of all property owners within 300 feet of subject property boundaries.

All information requested on this application **must** be provided **before** a hearing will be scheduled for the next regularly scheduled Zoning Board of Appeals meeting.

A notice of the hearing will be published in a newspaper of general circulation in the local area at least 15 days before the hearing and the applicant/owner will be notified by mail of the time and place of the hearing at least 15 days prior to the hearing date. The applicant or his attorney or duly-authorized agent must appear at the hearing and present this case to the Zoning Board of Appeals or the case will not be heard and fees forfeited. A special use permit allows development listed in the zoning ordinance which have been designated "special uses". These may be public service uses which, although generally considered desirable or compatible with other uses in the zoning district in which they may be permitted, require special review. This review is performed by the Zoning Board of Appeals at a public hearing.

The applicant should be able to show, by the attached site plan and documentary evidence, that the proposed "special use" 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. The burden of providing substantiating evidence rests with the applicant. Applicants are encouraged to contact the Office of the Zoning Administrator should they have any questions concerning the application.

1. Name of Applicant(s) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_
2. Property interest of applicant:  
 Owner     Contract Purchaser     Lessee     Other \_\_\_\_\_
3. Name of Property Owner(s) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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4. Location of Property:  
Address of property as assigned by the 911 coordinator is \_\_\_\_\_.  
Parcel ID # \_\_\_\_\_, of the property described below and shown on the  
attached site plan. Legal description of property (lot, block and subdivision - Additional sheets may be  
attached if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Present zoning classification of the property \_\_\_\_\_

6. Present use of property (If any uses or buildings on the property are non-conforming, so state): \_\_\_\_\_  
\_\_\_\_\_

7. Present deed and/or tract restrictions (if any) which apply to the property. (Note date of expiration of same): \_\_\_\_\_  
\_\_\_\_\_

8. Special Use Request:  
State exactly what is intended to be done with the property which does not conform with existing zoning  
regulations. Please cite relevant paragraphs of the Ordinance by section number (if known). \_\_\_\_\_  
\_\_\_\_\_

9. Names of adjacent property owners:  
Following are the names of owners of all property immediately adjacent\* to the subject property, including  
those directly across the street, and present use of their property:

_____	_____
(Northerly)	(present use)
_____	_____
(Southerly)	(present use)
_____	_____
(Easterly)	(present use)
_____	_____
(Westerly)	(present use)

\*A comprehensive list of property owners surrounding the subject site is requested in item #11.

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10. Site plan attached shall be drawn in a scale large enough for clarity to reflect all of the following (Drawing sizes that exceed 11" X 17" require applicant to furnish 20 copies folded to fit a 9" x 15" mailing envelope.):

a) Location and dimensions of:

- 1) Lot (Corner Lot shall be identified)
- 2) Buildings
- 3) Driveways
- 4) All off-street parking spaces

b) Distance between:

- 1) Buildings and front, side and rear property lines
- 2) Principal building and accessory buildings

c) Location of:

- 1) Signs
- 2) Easements
- 3) Underground utilities
- 4) Septic tanks/tile fields
- 5) Water wells
- 6) Etc.

d) An "Air Photo Overlay" available at Madison County Maps and Plats for the subject property shall be furnished by the petitioner.

e) Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning ordinance.

11. Based on the most recent tax records available from Madison County Maps and Plats office, **attached** are the computer listing of:

- Name and Address of the property owner for the subject property, and
- Names and Addresses of all property owners within 300 feet of subject property boundaries. (Please note this list will be a more comprehensive listing than property owners listed in item #9.)

12. 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 the City of Edwardsville, Illinois for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law.

\_\_\_\_\_  
Applicant(s)

\_\_\_\_\_  
Property Owner(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date