



**CITY OF BELLEVILLE, ILLINOIS
ECONOMIC DEVELOPMENT, PLANNING, AND ZONING**

SPECIAL USE PERMIT APPLICATION

Subject Property Address: _____

Applicant/Developer Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Property Owner Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Description, Use, and Zoning of Subject Property

1. Parcel Number(s): _____

2. Lot Size: _____ Zoning District: _____

3. Ward Number: _____

4. Present Use of Property: _____
(i.e. vacant, single family residential, commercial, etc.)

5. Is the present use of the property allowed in the Zoning District in which it is located? Y/N _____

If "no," specify each existing use that is not permitted.

6. Does the property conform to all area and bulk regulations (i.e. setbacks, lot size, etc.) for the Zoning District in which it is located? Y/N _____ If "no," specify each regulation that does not meet code.

Special Use Request

1. What is the Special Use requested?

2. Describe the nature of the proposed use, including the type of activity, manner, hours of operation, number of occupants and/or employees, etc.

3. If your requested Special Use is a restaurant or bar:

Does your use require a liquor license? Y/N _____

Do you plan to have outdoor seating? Y/N _____

If you answered "yes" on either question above, please refer to "Information for Applicant" for further information.

4. What effect will the aforementioned Special Use have on the public health, safety, and welfare of the surrounding neighborhood?

5. To the best of your knowledge, does the Special Use coincide with the City's Comprehensive Plan?

6. Describe the effect the proposed Special Use would have on the neighboring property and on the City's overall tax base.

7. Are there any facilities near the property that require special protection (e.g. schools, hospitals, etc.)?

Actions by Applicant on Property

- 1. Have you applied for a Residential Occupancy Permit for this property? Y/N _____
If so, has this permit been granted? Y/N _____ Was the permit denied? Y/N _____
- 2. Have you applied for a Commercial Occupancy Permit for this property? Y/N _____
If so, has this permit been granted? Y/N _____ Was the permit denied? Y/N _____

Signature of Applicant and Property Owner

*I (we) certify that all of the above statements, and the statements contained in any papers or plans submitted herewith, use true to the best of my (our) knowledge and belief. By signing this document below, I (we) acknowledge and agree that a temporary sign will be placed on the property (at a location determined by City Staff) that describes the request. The sign will give the date and time of the Zoning Board of Appeals meeting, as well as the name of the applicant. It will list Economic Development, Planning, and Zoning as the contact for more information about the case. Further, the sign will be placed a minimum of fifteen (15) days before the Zoning Board of Appeals meeting and **must be removed by the property owner and/or applicant within seven (7) days of the meeting.***

*******SIGNATURES OF APPLICANT AND PROPERTY OWNER MUST BE NOTARIZED*******

Printed name of APPLICANT: _____

Signature of APPLICANT: _____ Date: _____

Notary Public: *Subscribed and sworn to me before this* _____ *day of* _____, 20 _____

(Notary public stamp) _____
Notary Public signature

Printed name of PROPERTY OWNER: _____

Signature of PROPERTY OWNER: _____ Date: _____

Notary Public: *Subscribed and sworn to me before this* _____ *day of* _____, 20 _____

(Notary public stamp) _____
Notary Public signature

THIS SECTION FOR INTERNAL USE ONLY

Application #: _____	Date filed: _____
Date set for hearing: _____	Date meeting held: _____
Date published notice made: _____	Newspaper: Belleville News Democrat
Date sign posted: _____	Date abutting owners notified: _____
Fee: Amount paid \$ _____	Date paid: _____

Information for Applicant

The Zoning Code divides the City into various districts and permits in each district as a matter of right only those uses which are clearly compatible with one another. Certain other uses, because of their special operational or physical characteristics, may or may not have a detrimental impact on nearby permitted uses, depending upon their precise location, manner of operation, and other factors. Such “special uses” require careful case-by-case review and may be allowed only by permission of the City Council. Any Special Use permit approved **expires in one (1) year unless substantial development (in excess of eighty percent (80%) has been completed.** (Section 162.570 of the City Code of Ordinances.)

For a full copy of the Sections of the Zoning Code that pertain to your specific application, please contact Economic Development, Planning, and Zoning at (618) 233-6518, ext. 1250.

If your request is outdoor seating or a liquor license, refer to Section 162.400 (Outdoor Restaurants and Dining Establishments) and Chapter 121 (Liquor License) of the City Code of Ordinances.

Meeting information

Zoning Board of Appeals meetings are regularly held on the fourth Thursday of each month at 7:00 p.m. in the City Council Chambers of City Hall at 101 South Illinois Street in Belleville, Illinois, 62220. November and December meetings of the Zoning Board of Appeals will typically be rescheduled one week earlier due to Holiday conflicts. Please contact Economic Development, Planning, and Zoning for an updated schedule for the months of November and December. The Zoning Board of appeals is an advisory board, which makes recommendations to the City Council. The City Council will then vote on the request at their regularly scheduled meeting, held the first and third Monday of each month, at 7:00 p.m. in the City Council Chambers of City Hall. If you have specific questions about the schedule and/or hearing timeline, please contact Economic Development, Planning, and Zoning.

The applicant may not obtain any permits to complete tasks which would serve uses or area/bulk regulations permitted under this variance, until it is approved by the City Council. Any work the applicant does do the subject property (i.e. painting, installing new flooring, cleaning, etc.) is done at the owners risk and expense, and the owner must realize that there is a chance the requested variance may not be granted.

Submittal of Documents

In addition to completing the attached application; the petitioner shall also submit a site plan to the office of Economic Development, Planning, and Zoning, drawn in a scale large enough for clarity to reflect all of the following and shall not exceed 11" x 17".

1. Location and dimensions of:
 - a. Lot (corner lot shall be identified as such)
 - b. All structures (including primary and accessory buildings)
 - c. Driveways and curb cuts
 - d. All off-street parking spaces

2. Distance between:
 - e. All structures and front, side, and rear property lines
 - f. All structures, both primary and accessory

3. Location of:
 - g. Signs, Easements, Underground Utilities, Septic Tanks/tile fields, Water Wells, Fences
 - h. Any other information necessary to the consideration of this variance that is not described above.

4. Any additional information as may be reasonably required by City staff and applicable sections of the Zoning Code.

The application fee for each variance is equal to \$500.00 plus \$10.00 per abutting property owner. The fee is due upon submittal of the application. Checks should be made payable to "City of Belleville."

The following conditions **MUST** be met before your case will be considered by the Zoning Board of Appeals, at its next regularly scheduled meeting:

1. The application **MUST** be submitted on or before the last working Friday of the month before the Zoning Board of Appeals meeting at which the applicant wishes the case to be considered.
2. The application **MUST** be completed in its entirety.
3. A site plan, as described above, **MUST** be submitted at the time the application is submitted.
4. The application fee **MUST** be paid at the time the application is submitted.

Office Contact Information

City of Belleville
Economic Development, Planning, and Zoning
2300 West Main Street, Suite M-112
Belleville, IL 62220
(618) 233-6518, ext.1250
Email: edpz@belleville.net