City of Freeport, IL

Special Use Application

$200 filing fee due at application submittal

Applicant Name: _____

Phone Number: _____ Email: _____

Property Address: _____

PIN #: _____

Legal Description of Property:

Current Zoning District:_____

Existing Use of Property [What structures are on the property, and/or what activities are currently performed there?]:

Proposed Use of Property [Description of the Special Use being applied for] * **Attach a site plan or plat to depict the proposed special use and plan for the property. Attach a project narrative on extra pages if necessary.**

Please address the following items (attach additional sheets as necessary):

Will the establishment, maintenance, or operation of the Special Use be detrimental to, or endanger the public health, safety and general welfare of the neighborhood, why or why not?

Will the establishment of the Special Use be injurious to the use and enjoyment of other properties in the immediate area for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood, why or why not?

Will the establishment of the Special Use impede the normal and orderly development and improvement of the adjacent property for uses permitted in the district?

How does the proposed Special Use relate to the existing uses and zoning of nearby property? [How similar is the structures and/or activities you are proposing compared to those of nearby properties in the neighborhood?]

Will the proposed Special Use diminish property values of nearby parcels, why or why not? If yes, to which extent? [Will the proposed structures and/or activities lower the property values of nearby land?]

Will the proposed Special Use impose a relative hardship on adjacent or nearby property owners by reason of the proposed use, why or why not? [Will the proposed structures and/or activities negatively impact nearby property owners by way of visual, noise, noxious or other similar disturbance?]

How well suited is the subject property for the proposed Special Use? [How does the proposed structures and/or activities relate to the size, location, physical characteristics, etc. of the property?]

If the property is vacant: How long has it been vacant as zoned, considering the context of land development in the vicinity of the subject property? [If the property has been vacant, how long has it been vacant compared to nearby properties?]

What is the community's need for the proposed use? [Why does the neighborhood need the proposed structure and/or activities?]

How does the proposed Special Use relate to the City of Freeport's Comprehensive Plan? [How do the proposed structures and/or activities relate to contents of the City's most recent Comprehensive Plan {A copy of the Comprehensive Plan is available at City Hall, or online on the City's website}].

Signature:_____ Date: _____

For Office Use Only

Date Received:_____

Zoning Board of Appeals Meeting Date:_____

Planning Commission Meeting Date:_____

City Council Meeting Date:_____

Ordinance Number: _____

CITY OF FREEPORT, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall Building • 314 West Stephenson Street – Ste. 110 • Freeport, IL 61032
Telephone (815) 235-8202 • Fax (815) 599-5819

ATTACHMENT A

LETTER OF AUTHORIZATION

DATE: _____

TO: The City of Freeport

This letter authorizes _____

to prepare and submit an application for a Special Use Permit for _____

_____

being lot#_____, block #_____, PIN #_____

Subdivision_____

for processing.

_____	_____
Signature	Signature
_____	_____
Printed Name of Owner	Printed Name of Owner
_____	_____
Address	Address
_____	_____
City, State & Zip Code	City, State & Zip Code

STATE OF ILLINOIS)
)
STEPHENSON COUNTY)

ss.

BEFORE ME, a Notary Public in and for said County and State, the undersigned authority, on this day personally appeared _____known to me to be the person whose signature is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL this _____day of_____, _____

SEAL

_____
Notary Public
My commission expires:_____

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ATTACHMENT B

NOTICE

TO _____

_____

_____

_____

On_____, _____ an application for (applicant name) _____was filed in the Department of Community Development in the City Hall Building, Freeport, Illinois. All of the said documents may be examined during business hours in the Community Development Office, 314 West Stephenson Street, Freeport, IL 61032.

A Public Hearing will be held by the City of Freeport Zoning Board of Appeals in the City Council Chambers, City Hall Building, 314 West Stephenson Street, Freeport, Illinois, on the said documents on _____,_____at _____p.m.

The real estate that is the subject matter of the pending action is described as follows:

ADDRESS: _____

LEGAL DESCRIPTION: _____

The relief sought by the documents on file is a Special Use Permit to allow_____in a _____Zoning District.

DATED: _____,_____.

_____

_____

_____

_____

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ATTACHMENT C

AFFIDAVIT OF MAILING NOTICE

STATE OF ILLINOIS)
) ss.
STEPHENSON COUNTY)

The undersigned, being first duly sworn on his oath deposes and says that on__, he/she mailed notice, a true and complete copy of which is attached hereto and made a part hereof, to each of the following named person(s), fully and completely addressed, with postage prepaid, to the address shown, by registered or certified mail with return receipt requested, and return receipts for said mailings are attached hereto.

PROPERTY IDENTIFICATION NUMBER	NAME	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____

Signature of Affiant

SUBSCRIBED and sworn before me this _____ day of _____,_____.

_____

Notary Public

CITY OF FREEPORT, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT
City Hall Building ● 314 West Stephenson Street, St 110 ● Freeport, IL 61032
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ATTACHMENT D

POSTED NOTICE INSTRUCTIONS

Applicants must post a notice of the public hearing on a sign upon the property for which a Map Amendment, Variance, and Special Use is requested, and it must be clearly visible from the public right of way.

- Signs must be posted between 15-30 days prior to the public hearing
- If the hearing is continued or rescheduled, the sign must be updated to reflect the date, time and location. This revision must be posted more than ten days prior to the hearing.
- The sign must be removed less than seven days after the hearing, or a fine of $50 may be imposed.

If the property is Ten Acres or less

- Dimensions minimum of 3 x 4 ft. white Background
- Include a title ("Notice of Public Hearing"); a brief description of the application; the date, time and location of the hearing; and the address and phone number of the Community Development Office where additional information may be obtained
- Lettering for the title at least 4 inches high in red color font and 2 inches for all other lettering in black color font

Notice of Public Hearing
A Public Hearing will be held by the City of Freeport, Zoning Board of Appeals to examine the "brief description of the nature of the alteration case."
Date_____ Time_____ Location of Hearing _____
For Additional Information Contact: City of Freeport Community Development Department 815-235-8202

If the property is more than Ten Acres

- Dimensions minimum of 6 x 8 ft. white background
- Include a title ("Notice of Public Hearing"); a brief description of the application; the date, time and location of the hearing; and the address and phone number of the Community Development Office where additional information may be obtained
- Include a site/location plan
- Lettering at least 5 inches high in the title in red and 2 1/2 inches for all other lettering in black

Notice of Public Hearing
A Public Hearing will be held by the City of Freeport, Zoning Board of Appeals to examine the "brief description of the nature of the alteration case."
{A site/location plan.}
Date_____ Time_____ Location of Hearing _____
For Additional Information Contact: City of Freeport Community Development Department 815-235-8202

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ATTACHMENT E

AFFIDAVIT OF POSTED NOTICE

STATE OF ILLINOIS)
) ss.
STEPHENSON COUNTY)

The undersigned, being first duly sworn on his oath deposes, says that they posted a notice upon _____ (property address) for which they submitted a map amendment, variance, or special use application in accordance with Part Twelve, Title Four of the City of Freeport Codified Ordnances, Planning and Zoning [1242.11.g] on _____, _____ (date).

_____
Signature of Affiant

SUBSCRIBED and sworn to before me this_____day of_____, 20___

_____
Notary Public