



Founded in 1963

Fee\Cost Schedule for Rezoning Changes and other proposed Zoning Changes

Application Fee's (shall be paid time of application submittal)

1. Area\Bulk Variance	\$150.00
2. Use Variance	\$150.00
3. Special Use	\$150.00
4. Re-Zoning Lands	\$150.00
5. Variance Application & Review	\$85.00
6. Zoning Use (Residential Use Only)	\$50.00
7. Appeals	\$85.00

1st (Hearing Preparations)

The applicant shall also be responsible for the cost of the preparations for the zoning public hearing, which includes the cost of (shall be paid before docket is presented to the Zoning Attorney for the finding of the facts\zoning hearing).

1. Legal notice in the local newspaper
2. Mailings of notice to property owners within 250 feet
3. Resource\Research Fee's
 - a. Village Engineering
 - b. Plat\Plan Review
 - c. Natural Resource information report
 - d. Consultation under the Illinois Endangered Species Protection Act
 - e. Illinois Natural Areas Preservation Act
 - f. Other Fee's Associated

2nd (Public Hearing)

The applicant shall also be responsible for the cost of the zoning public hearing, which includes the cost of (shall be paid before the finding of the facts\zoning hearing recommendation is presented to the Village Board).

4. Village Zoning Attorney
5. Reporting time of the court reporter and official transcript of hearing

I, the applicant, consents to all of the above described fee\cost schedules associated with submitting a zoning application.

Signature of Applicant: _____

Date: ____/____/____

**REQUEST FOR SPECIAL USE PERMIT
(FORM 4)**

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

Applicant Name: _____ Property Address: _____

Date set for hearing: _____ Special Use Permit _____

Notice published on: _____ Zoning District Classification _____

Newspaper: _____ Fee paid \$ _____ Date: _____

Recommendation of Hearing Officer:

☐ Denied

☐ Approved

☐ Approved with modification

Action by Village Board:

☐ Denied

☐ Approved

☐ Approved with modification

Ordinance No. _____ Passed by Village Board on Date: _____

Instructions to Applicants: A special use permit allows developments Listed in the Zoning Section of the Revised Code of Ordinances 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 Hearing Officer or the Zoning Board of Appeals at a public hearing.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days before the hearing and the applicant prior to the hearing shall pay the publication cost. The applicant will be notified by mail of the time and place of the hearing at least 10 days prior to the hearing date. The applicant or his attorney must appear at the hearing and present his case to the Hearing Officer/Board of Appeals. No non-attorney will be allowed to represent the applicants at the hearing.

The applicant must be able to show, by a site plan, photographs and/or other documentary evidence, that the proposed development 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.

All information requested below, a site plan as described on the attached sheet, and a development schedule providing reasonable guarantees for the completion of the construction must be provided before a hearing will be scheduled.

(Please legibly print or type)

1. Name of Applicant(s): _____ Phone: _____

Address: _____
(Street) (City) (Zip)

2. Property interest of applicant: () Owner () Contract Purchaser
() Lessee () Other: _____.
3. Name of Owner(s) (If other than applicant): _____ Phone: _____.
(attach additional sheets if necessary)
- Address: _____
(Street) (City) (Zip)
(attach additional sheets if necessary)
4. Address of Property: _____
(Street) (City) (Zip)
- Permanent Parcel No. _____
- Legal description: (Lot, block and subdivision or metes and bounds) _____

5. Present use of property: _____.
6. Type of development for which special permit is requested:
- A. Special Use (specify): _____.
- B. Planned Unit Development: () Single-Family Development
() Multi-Family Development
() Mobile Home Park [Manufactured Home]
() Commercial Development
() Other: _____.
7. Development schedule:
(A development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development in a timely and professional manner. To the extent that the applicant is not familiar with a development schedule, it is strongly recommended that the applicant consult with a professional engineer or general contractor).
8. Density (for residential developments only):

Number of Structures _____ Dwelling Units per Structure _____.

Total Number of Dwelling Units _____.

Estimated Number of Persons per Dwelling Unit _____.

Density = $\frac{\text{Population of Development}}{\text{Acreage in Development}}$ = _____ = _____ persons/acre

9. Please describe in detail the proposed special use permit which you are requesting as part of this application:

10. Please describe in detail the anticipated positive and negative effects of granting a special use permit as requested above in regards to conformity with the neighborhood and as regards the intent and purpose of the Zoning Ordinance. _____

11. If the proposed special use is potentially not compatible with adjacent properties, what buffers do you propose to use to mitigate against any adverse effects? (landscaping, fencing, etc.)? _____

12. If the proposed special use is potentially not compatible with adjacent properties, and you propose to mitigate against potential adverse effects through use of existing structures on the property, please describe in detail all improvements to existing structures that will be made? _____

13. Please set forth any and all additional facts not otherwise set forth above which you are submitting in support of your application: _____

14. 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 Village of Pontoon Beach, Illinois, including specifically but not limited to the Zoning Administrator and/or Hearing Officer, for the purpose of inspecting the property forming the basis of this application.

Date: _____.

Signature of Applicant: _____.

Date: _____.

Signature of Owner: _____.

SITE PLAN

A site plan must be attached, drawn to scale, and large enough for clarity showing the following information:

- A. Location and dimensions of: Lot, buildings, driveways, and off-street parking spaces.
 - B. Distance between: Buildings and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and principal buildings on adjacent lots.
 - C. Location of: Signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
 - D. Any additional information as may reasonably be required by the Zoning Administrator and applicable Sections of the Zoning Ordinance.
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