



SPECIAL USE PERMIT PETITION

TO: Community Development Department of the City of DeKalb, Illinois

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

Petitioner's Representative: _____ Email: _____

Mailing Address: _____

Property Owner: _____ Phone: _____

Mailing Address: _____ 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 of Property (square feet or acres): _____

D. Existing Zoning: _____

E. Proposed Special Use (as listed in the UDO): _____

F. Proposed Use and Description: On a separate document, describe the proposed use's characteristics. Also, indicate whether or not the proposed use would: a) Prevent development and use of neighboring property; 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) be 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
- ☐ Petition fee (\$500.00)
- ☐ Electronic copy of a site plan, which must show the following items (per the requirements of Article 14.03.03 of the UDO); as applicable.
- ☐ Property dimensions
 - ☐ Location and use of proposed structures
 - ☐ Number and location of parking spaces and loading area. Number of required parking spaces per the UDO
 - ☐ 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 general 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.

Petitioner Signature

Date

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 they are the owner).

Property Owner Signature

Date