



**CONDITIONAL USE PERMIT
APPLICATION**

Please return completed application to:

Community Development Department
Village of Beach Park
11270 W Wadsworth Rd
Beach Park, IL 60099
(847) 746-1770



PROCEDURES FOR CONDITIONAL USE PERMIT

The regular meetings of the Plan Commission / Zoning Board of Appeals (PC/ZBA) are held on the first Thursday of the month, except for public holidays. Public hearings are scheduled for the same date or as needed.

A completed application must be submitted a minimum of 30 calendar days prior to public hearing, to provide enough time for review and analysis.

Notice of public hearing will be processed by Village Staff not more than thirty (30) and not less than fifteen (15) days before the hearing date.

Applicant is required to:

1. Complete the appropriate application. Submit to the Village with the following: authorization of the property owner, introductory Project Narrative letter describing the request, a site plan, the application fee per the Village fee schedule, and a plat of survey (must show current extent of subject property, a legal description, dimensions). Depending on the nature of the application, Village Staff may require additional documentation to support the petition.
2. Applicants are required to appear before the PC/ZBA to present their application or petition on the day of the public hearing. Applicants are also advised to appear at the Village Board meeting when the PC/ZBA recommendation on the petition is to be considered.

Village Staff will do the following:

1. Compile a list of all property owners within 250 feet of the subject property for purposes of distribution of notification of public hearing by certified mail. Village Staff will then prepare and distribute the certified notices.
2. Provide notice of public hearing to the newspaper for publishing.
3. Post a public hearing information sign on the subject property.
4. Prepare the official record of the public hearing (called the Findings of Fact) and the recommendation of the PC/ZBA as approved at the time of the public hearing. The Findings of Fact and Recommendation will be submitted to the Village Board of Trustees for consideration at a regularly scheduled Board meeting.



**PETITION FOR
CONDITIONAL USE PERMIT**

I. APPLICANT INFORMATION

NAME(S): _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

II. APPLICANT TYPE (Owner authorization required if applicant is not the property owner.)

- ☐ OWNER
- ☐ CONTRACT PURCHASER
- ☐ OPTION HOLDER
- ☐ LESSEE
- ☐ OTHER (SPECIFY): _____

III. LOCATION OF SUBJECT PROPERTY (Please attach additional sheets if necessary.)

A. COMMON DESCRIPTION:

B. PIN(S):

C. LEGAL DESCRIPTION:



IV. PROPOSED USE (Please attach additional sheets if necessary.)

A. DESCRIPTION OF PROPOSED OR REQUESTED ACTION:

B. JUSTIFICATION FOR PROPOSED CONDITIONAL USE:

Please include responses to the following items.

No conditional use, including Planned Developments or Clustering of Residences, shall be recommended by the Plan Commission unless said Commission shall find:

1. That the establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.

2. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.



4. That the utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

6. That the conditional use shall in all other respects conform to the applicable regulations of this Ordinance and other applicable Village regulations, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

7. The extent to which any formal written protest pertaining to the proposed conditional use, in accordance with Section 12.11, herein, can be substantiated on a factual basis. *** *Staff will address this final standard after the public hearing.* ***

V. APPLICANT ACKNOWLEDGEMENT

By my signature below, I hereby attest that the information provided in this application is true, accurate and complete to the best of my knowledge.

Signature

Date

Title



AFFIDAVIT AUTHORIZING PETITION

I/We, _____,
am/are the owner(s) or authorized representative of the owner(s) of certain real property known as
_____, in Beach Park, IL,
with the PIN(s) of _____.

By my signature below, I hereby authorize a petition for the purpose of:

Print Name

Print Name

Owner / Representative Signature

Owner / Representative Signature

Date

Date