



VILLAGE OF MORTON GROVE

Special Use Application Packet

Village of Morton Grove
Department of Community and Economic Development
6101 Capulina Avenue
Morton Grove, Illinois 60053
commdev@mortongroveil.org
(phone) 847.663.3063

PROCESS OVERVIEW

Review of a complete Special Use Application typically takes 90 days or longer. The process includes the submittal of a complete application and supporting documents, review of plans by all Village departments, a staff-applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents as necessary. Application review by the Appearance Commission and Traffic Safety Commission may be required, and their recommendations will be forwarded to the Plan Commission. The Plan Commission will then conduct a public hearing for the Special Use Application where members of the public will be invited to provide comment. The Plan Commission will vote to recommend approval or denial of the application to the Board of Trustees or continue the request for further review.

The Village Board of Trustees then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, a draft ordinance approving the Special Use Permit is presented with a summary report. At the second meeting, the Board votes on the ordinance to grant or deny the Special Use Permit.

This overview is provided only as a summary of the Special Use Permit request process. This full packet contains specific information about requirements and expectations for each step in the process.

APPLICANT RESPONSIBILITIES FOR A SPECIAL USE APPLICATION

- The applicant is required to attend the meetings of the Appearance Commission and Traffic Safety Commission as required, the public hearing of the Plan Commission, and the Village Board meetings where the application is reviewed. The property owner should also attend these meetings. If the property owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information, or clarifications from staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission.

- At the public hearing of the Plan Commission, the applicant will speak before the Commission, and should specifically address each of the Standards for Special Use, which are provided below.

STANDARDS FOR SPECIAL USE

The applicant is advised to verbally address the following Standards for Special Use when appearing before the Plan Commission. These standards are established in Section 12-16-4-C-5 of the Unified Development Code and are listed below:

Standards for Special Use: The following standards for evaluating special uses shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

- Preservation of Health, Safety, Morals, and Welfare:** The establishment, maintenance, and operation of the special use will not be detrimental to or endanger the public health, safety, morals, or general welfare.
- Adjacent Properties:** The special use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses permitted in the zoning district.
- Orderly Development:** The establishment of the special use will not impede normal and orderly development or impede the utilization of surrounding property for uses permitted in the zoning district.
- Adequate Facilities:** Adequate utilities, access roads, drainage and other necessary facilities are in existence or are being provided.
- Traffic Control:** Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets. The proposed use of the subject site should not draw substantial amounts of traffic on local residential streets.
- Adequate Buffering:** Adequate fencing and/or screening shall be provided to ensure the right of enjoyment of surrounding properties to provide for the public safety or to screen parking areas and other visually incompatible uses.
- Conformance to Other Regulations:** The special use shall, in all other respects, conform to applicable provisions of this title or amendments thereto. Variation from provisions of this title as provided for in subsection 12-16-3:A, "Variations," of this chapter, may be considered by the plan commission and the village board of trustees as a part of the special use permit.

STAFF REVIEW

Applicants are encouraged to contact and meet with Community and Economic Development staff on proposed Special Uses requests **prior** to submitting an application. Staff is available **by appointment** at Village Hall Monday through Friday from 9:00 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept to the Village on the Special Use Permit to be requested. This will also allow staff to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request.

Community and Economic Development staff may distribute preliminary plans to various Village departments, including Building, Engineering, Fire, and Police, for comment. This preliminary review process provides staff the ability to review, discuss, and resolve site problems and more directly communicate Village requirements to applicants. By identifying the applicable code requirements through this process, costly delays from oversights or incomplete applications may be avoided. Staff engagement early in the process will save the applicant time, effort, and expense throughout the rest of the process.

After staff review and all Village issues have been addressed, staff will recommend the submittal of a complete Special Use Application.

COMPLETE APPLICATION SUBMITTAL

The applicant must submit a **complete** Special Use Application to the Department of Community and Economic Development to initiate the formal Special Use review process, including **5 hard copies** of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be

complete, it will follow the Village's Plan Commission review schedule, which is available with the Department of Community and Economic Development.

A checklist of required application items is included in the following section and may be modified at staff's discretion.

PUBLIC NOTIFICATION

Village staff is responsible for all public notice requirements, including the following:

- **Placing a public notice sign on the subject property.** The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review. The Village places a sign on the subject property at least 15 days before the Plan Commission public hearing, and removes the sign once the Village Board takes action on the request.
- **Publishing a legal notice in a local newspaper.** Staff will publish a legal notice in the *Morton Grove Champion* making the public aware of the Special Use Application between 15 and 30 days prior to the Plan Commission public hearing.
- **Sending notification letters to surrounding property owners.** Village staff will send mailed legal notice to all property owners within 250 feet of the subject property between 15 and 30 days prior to the Plan Commission public hearing. The notice will summarize the request and invite owners and residents to the Plan Commission public hearing.

The applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request. Applicants may discuss the case with Village staff but may **NOT** speak about the case with Commissioners or Board members. Any violation of this restriction can result in the case being **withdrawn** due to "ex parte" communications as specified by Illinois State Law.

TRAFFIC SAFETY COMMISSION & APPEARANCE COMMISSION

The Traffic Safety and Appearance Commission meetings are an opportunity for these Village commissions to provide a more detailed review of proposed projects, and provide recommendations for the applicant, staff, and Plan Commission. Staff will determine whether these meetings are required for each project. At these meetings, the applicant must present their request for review and be prepared to answer questions.

The Traffic Safety Commission focuses on traffic, parking, and related topics. The Appearance Commission's area of review is site design, building design, landscaping, and signs.

PLAN COMMISSION

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the Special Use Permit request. At the public hearing of the Plan Commission, the applicant must be present and testify under oath. The property owner should also be present or have previously provided written authorization for the applicant to represent the property. The applicant is required to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission. The applicant is advised not to respond directly to comments from members of the public. A recording secretary will be present to summarize verbal testimony provided at the public hearing.

At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend approval or disapproval of the request to the Village Board or continue the case to the next scheduled meeting of the Plan Commission to allow the applicant time to modify the request or provide more information. For the Plan Commission to recommend approval, the Commission must find that the proposed Special Use meets the Standards for Special Use established in the Village's Unified Development Code.

VILLAGE BOARD

In this final step, the Village Board will consider the information presented in the written Plan Commission report and the draft ordinance approving the Special Use Permit over the course of two Village Board meetings. At the first meeting, the report is presented by staff or the Plan Commission Chairperson and the ordinance is introduced by a Trustee. At the next regular meeting, the Board will vote on the Special Use ordinance.

The applicant is strongly encouraged to attend both Board meetings to respond to any questions that may arise. If the ordinance is approved, it is signed by Village officials and a copy is provided to the applicant.

SPECIAL USE APPLICATION REQUIREMENTS

5 hard copies and a digital copy of each item listed below (unless otherwise noted) are required. All submitted items must be printed at a scale and size that provides easily legible text. 24" x 36" plan sets are encouraged for larger scale development projects.

- ☐ **Special Use Application** with authorized signatures (1 copy only)
- ☐ **Evidence of ownership** such as deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy only)
- ☐ **Draft lease agreement or draft purchase contract** if applicant is not the property owner (1 copy only)
- ☐ **Written authorization from the property owner** to file application and accept conditions of approval regarding the project and the property (1 copy only)
- ☐ **Current plat of survey** by a registered land surveyor showing lot lines, existing buildings and physical features including paved areas, utility lines, easements, rights of way, and other property interests
- ☐ **Site plan** (scaled) including the following:
 - Locations of building(s)
 - Vehicular accessways and fire lanes relative to existing roadways
 - Parking stalls and loading docks, including accessible spaces, counts, and dimensions
 - Calculations, including building footprint area, floor area and floor area ratio, impervious surface area and site percentage
 - For residential projects, number of units and composition
- ☐ **Interior floor plans**
- ☐ **Landscape plan** (scaled) including the following:
 - Landscape areas with dimensions
 - Planting details
 - Species list with quantities and specifications
 - Existing trees to be preserved with details
 - Existing trees to be removed with details
- ☐ **Lighting plan** including location, type of luminaire, wattage, and photometric analysis
- ☐ **Building elevations** (color)
- ☐ **Materials palette** (color)
- ☐ **Engineering plans** including the following:
 - Topography
 - Demolition plan
 - Existing and proposed utilities
 - Grading plan
 - Stormwater detention and supporting calculations
 - Streets, alleys, easements, and utility rights-of-way
 - Floodplain notation
- ☐ **Traffic and parking impact study** prepared by a licensed engineer
- ☐ **Checks** made payable to the Village of Morton Grove, for:
 - Application fee (*\$550 for properties in commercial and manufacturing districts, \$275 for properties in residential districts*)
 - Escrow fee for administrative processing (*\$1000 for all requests*)



SPECIAL USE APPLICATION

Village of Morton Grove
Department of Community Development
6101 Capulina Avenue, Morton Grove, Illinois 60053
commdev@mortongroveil.org | 847-663-3063

Case Number: _____ Date Application Filed: _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: _____

Owner Email: _____

Owner Signature: _____

PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Property Square Footage: _____

Legal Description (attach as necessary): _____

Property Zoning District: _____

APPLICATION INFORMATION

Requested Special Use: _____

Purpose of Special Use (attach as necessary): _____

RESPONSES TO STANDARDS FOR SPECIAL USE

Provide responses to the seven (7) Standards for Special Use as listed in Section 12-16-4-C-5 of the Village of Morton Grove Unified Development Code. The applicant must present this information for the official record of the Planning Commission. The Special Use Standards are as follows:

- a. The establishment, maintenance, or operation of the Special Use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare.

- b. The Special 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.

- c. The establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

- d. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.

- e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

- f. The proposed Special Use is not contrary to the objectives of the current Comprehensive Plan for the Village of Morton Grove.

- g. The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Commission.
