



COMMUNITY DEVELOPMENT DEPARTMENT

SPECIAL USE APPLICATION

(Requires Public Hearing)

INTRODUCTION

This informal material provides a basic outline of the City's requirements. Interested parties should refer to the City's municipal code for specific provisions regarding Zoning, Subdivision Regulations, Parking, Landscape, Sign, Stormwater Drainage, Site Plan Review and other regulations. A copy of the municipal code is available at the City Clerk's office in Galesburg City Hall or on our website at www.ci.galesburg.il.us. This information is not to be considered as a substitute for any Federal, State, County or City law or ordinance. It is merely a guiding tool for the review process.

Special Use applications may be initiated by all the fee owners of the subject property, by the owners' authorized agent, or by any person, business, or organization requesting or intending to request an occupancy certificate.

If you have any questions on the procedures or requirements of the City, the following may be contacted to provide further assistance:

<u>COMMUNITY DEVELOPMENT</u>	Planning, Zoning and Building Inspections	309/345-3619
<u>FIRE DEPARTMENT</u>	Fire Prevention	309/345-3757
<u>PUBLIC WORKS</u>		309/345-3623

KEY DATES

APPLICATION DEADLINE	PUBLICATION DATE (LOCAL NEWSPAPER)	PLANNING AND ZONING COMMISSION PUBLIC HEARING
12/17/25	12/26/25	1/13
1/21	1/30	2/17
2/25	3/6	3/24
3/25	4/2 THURS	4/21
4/22	5/1	5/19
5/27	6/5	6/23
6/24	7/2 THURS	7/21
7/22	7/31	8/18
8/26	9/4	9/22
9/23	10/2	10/20
10/21	10/30	11/17
11/25	12/4	12/22
12/16	12/23 WED	1/12/27

PURPOSE – SECTION 152.018 (A)

The development and execution of the Development Ordinance is based upon the division of the City into districts, within any one of which the use of land and buildings and the bulk and location of buildings or structures as related to the land, are essentially uniform. It is recognized, however, that there are special uses, which, because of their unique character, cannot be properly classified in any particular district or districts without consideration, in each case, of the impact of those uses upon the neighboring lands and upon public need for the particular use or the particular location.

AUTHORIZATION – SECTION 152.018 (B)

The Planning and Zoning Commission is authorized to hear and decide upon applications for special use permits. Before authorizing the issuance of such a special use permit, the Commission may impose such conditions that will, in the Commission's judgment, ensure (See Section 152.018):

- a. The proposed amendment is consistent with the intent of the Comprehensive Plan.
- b. 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.
- c. The special use will not be injurious to the use and enjoyments of adjacent properties for purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
- d. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- e. Adequate utilities, access roads, drainage and other necessary facilities will be provided.
- f. Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion on the public streets.

TRANSFERENCE – SECTION 152.018 (C)

A special use permit shall not be transferred to another location; nor shall a special use permit be conveyed to another use at the same location. A new special use permit shall be required for either of these two changes.

TIME LIMITATIONS – SECTION 152.018 (D)

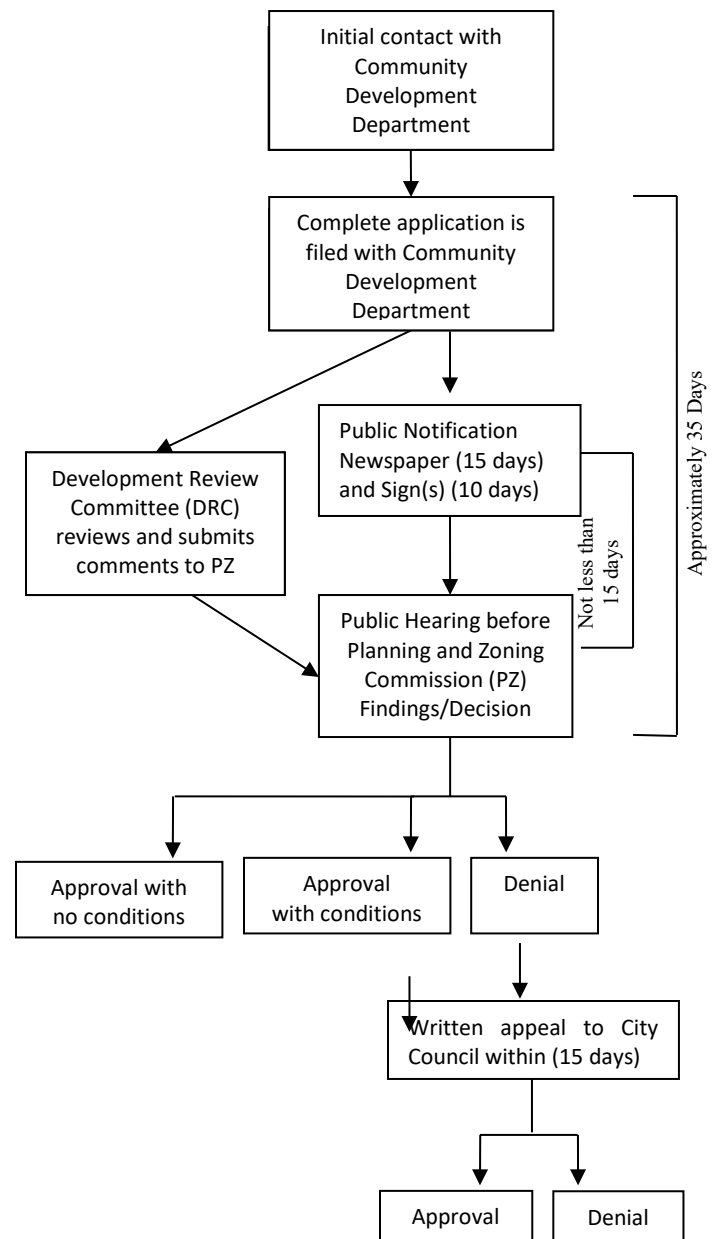
The following time limitations shall apply to special use permits approved by the Planning and Zoning Commission (PZ).

1. In cases where the use authorized by a special use permit requires a building permit, the applicant shall have 3 months from the date the special use permit is granted to apply for a building permit. If the application has not been made within that time, the special use permit shall expire and become null and void.
2. In cases where a building permit is not required, any construction activity or activity authorized or required pursuant to the special use permit must commence within 3 months from the date the special use is granted. In the event said construction or activity is not commenced within that time, the special use permit shall expire and become null and void.
3. Such other time restrictions as detailed in the conditions placed on the special use.

APPLICATION PROCESS – SECTION 152.018 (E), (F), (G)

The City has created this step-by-step process to help ensure that all reviews are performed fairly and consistently. All applications/petitions shall be submitted to the City, on forms provided by the Community Development Department.

1. Contact the Community Development Department as soon as possible to discuss your situation and obtain an application form.
2. Applicant completes and submits the application, along with a PDF copy of the site plan and **\$100 non-refundable filing fee**. *Failure to do will constitute an incomplete submittal and may result in a delay in processing the application.*
3. City staff shall compile the documents and schedule a meeting with the Development Review Committee (DRC).
4. The DRC is made up of City staff charged with reviewing applications for completeness and compliance with City codes and regulations. The DRC shall submit comments to the Planning and Zoning Commission (PZ) and the applicant.
5. A public hearing will be held before the PZ, which is required by Illinois State statute. A notice of the public hearing shall be published in the local newspaper not less than 15 days, and a public notice sign will be posted on the premise not less than 10 days prior to the public hearing.



All decisions of the PZ on special use applications arrived at after the public hearing shall require a majority vote of all members. Any decisions made by the PZ on a special use application may be appealed to the City Council. A written notice of appeal must be filed with the Community Development Department within fifteen (15) days from the date of the PZ's action. Any request for appeal will be forwarded to the City Council for their review and decision. The City Council may uphold, overturn or amend the action taken by the Planning and Zoning Commission. If the applicant fails to submit a written notice of appeal within the fifteen day appeal period, the Planning and Zoning Commission's decision shall be final.

REVOCATION OF SPECIAL USE – SECTION 152.018 (H)

(H) *Revocation of special use permit.*

- (1) A special use permit granted under the authority of this section is subject to revocation for any or all of the following reasons:
 - (a) Noncompliance with any applicable requirement as set forth in this section;
 - (b) Noncompliance with any special conditions imposed at the time of approval of the special use permit;
 - (c) Violation of any provisions of the Code of Ordinances pertaining to the use of the land, construction or uses of buildings or structure or activities conducted on the premises by the permit holder, agents of the permit holder, or tenants;
 - (d) Violation of any other applicable provisions of the Code of Ordinances or any state or federal law or regulation by the permit holder, agents of the permit holder, or tenants, provided that such violations relate to the conduct or activity authorized by the special use permit or the qualifications of such persons to engage in the permitted use;
 - (e) Revocation is necessary to preserve the public health, safety and welfare.
- (2) The procedure for revocation is as follows:
 - (a) Revocation proceedings may be initiated by the Community Development Director, the Planning and Zoning Commission or the City Council;
 - (b) Unless the permit holder and the landowner agree in writing that the permit may be revoked, the Planning and Zoning Commission shall hold a public hearing to consider and recommend the revocation of the special use permit to the City Council;
 - (c) Notice of public hearing shall be published in the local newspaper not less than 15 days prior to the public hearing. The city shall also send a notice to the permit holder and landowner notice of the scheduled revocation hearing at least ten days prior to the date scheduled for such hearing.
 - (d) The public hearing shall be conducted in accordance with rules of procedure established by the City Council. At the conclusion of the public hearing, the Planning and Zoning Commission shall forward a recommendation to the City Council to either affirm or deny revocation of the special use permit. The City Council shall take final action regarding the revocation of the special use permit within 30 days of the recommendation of the Planning and Zoning Commission.
 - (e) No special use permit shall be revoked unless a majority of the City Council is satisfied by a preponderance of the evidence that grounds for revocation exist. Any motion for the revocation of a special use permit shall clearly state the grounds for revocation.

SPECIAL USE APPLICATION

APPLICANT INFORMATION:

Primary contact name	Mailing address	City, State, Zip
Phone	Fax	Email

OTHER INTERESTED PARTIES:

Relationship	Name	Company	Mailing Address	Phone #
Owner(s)				
Developer(s)				
Engineer				
Surveyor				
Agent/Attorney				

SITE INFORMATION:

Acres	Site address or location	Property Identification Number (PIN)
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ZONING INFORMATION:

Current Zoning
Existing Land Use

SPECIAL USE REQUESTED:

Description of Special Use (Requested action). Attach additional sheets as necessary.

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites City representatives to make all reasonable inspections, investigations and pictures of the subject property during the processing period of the application. I agree to pay all fees consistent with the City payment policies and comply with City codes. I understand these fees will include publication and processing expenses and are non-refundable.

I understand that all correspondence from the City staff will be directed to the Primary Contact. It will be the Primary Contact's responsibility to inform all other interested parties of any correspondence and the status of the application.

Signature of owner or authorized agent

Date

CHECKLIST OF REQUIRED SPECIAL USE APPLICATION ITEMS:

- ☐ A completed special use review application form.
- ☐ Payment of a \$100 non-refundable filing fee. Checks should be made payable to "City of Galesburg".
- ☐ An electronic copy of a site plan addressing and any other associated documents that address all required items as listed in subsection 152.018 of the Development Ordinance.
- ☐ Authorized Signature Acknowledgement. If the owner(s) of the property in question will not be the primary contact or is not the applicant, then an acknowledgement must be signed by the property owner(s) designating an authorized agent for the petition. It shall state the authorized agent has the authority to deal with the property in all aspects with regards to the petition.
- ☐ Attachments such as building layouts or elevations, etc. are recommended in order to provide accurate and sufficient information for consideration by the Development Review Committee and Planning and Zoning Commission.
- ☐ The petitioner(s) or authorized agent must be present at the Planning and Zoning Commission meeting to address any questions that may arise.
- ☐ When requesting a special use permit to allow a Halfway House, additional information shall be submitted to assure compliance with the criteria and provisions of Section 152.113 of the Development Ordinance.