



CONDITIONAL USE PERMIT APPLICATION

APPLICATION IS HEREBY MADE BY:

Full Name of Applicant:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number:

Phone Number:

E-mail Address:

E-mail Address:

Contact Person for Application (if different from above):

Name:

Phone Number:

Email Address:

PROPERTY INFORMATION

Street Address:

FULL legal description of property (**MUST BE TYPED HERE – CANNOT BE ATTACHED**):
(this can be found on your survey or deed – it is not the brief legal description from the tax bill)

Lake County Parcel Identification Number(s) (PIN)(List all):

ZONING AND USE INFORMATION

Current zoning of the property (select):

Ward (select):

Current use of the property (select):

Is the property a designated landmark or located in a Historic District?

Yes

☐

No

☐

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PROJECT DETAILS

Identify the proposed use of the property that warrants this application for a Conditional Use. What type of operation are you proposing? Provide as much detail as possible.

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PROJECT DETAILS

What is the square footage of the lot?

What is the square footage of the building(s) or site?

How many vehicle parking spaces will be provided?

How many bike parking spaces will be provided?

How many employees will be working at peak hours?

What is the capacity of the building or site? How many customers or guests will be present at peak hours?

What are the hours of operation? What days of the week will the use be operating?

What improvements to the building or site are proposed?

Is there any other information you think is beneficial for reviewers to know to understand your project?

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FINDINGS OF FACT

The City of Waukegan Unified Development Ordinance requires that the Planning and Zoning Commission take into consideration the factors listed below in making its recommendation to the City Council. **As the applicant, you must demonstrate that the proposed conditional use will conform to the following standards.** Each of the questions below must be addressed as part of the application. If you believe a particular factor does not apply to the proposed use or property in question, indicate “Not applicable” and explain why it does not apply.

1. **Describe in detail** how the conditional use will not be detrimental to, or endanger the public health, safety, comfort, or general welfare.

2. **Describe in detail** how 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 or impair property values within the neighborhood.

3. **Describe in detail** how the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

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FINDINGS OF FACT (cont.)

4. **Describe in detail** how adequate utilities, access roads, drainage, and/or necessary facilities have been or are being provided.

5. **Describe in detail** how adequate measure has been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

6. **Describe in detail** how the proposed conditional use is not contrary to the objectives of the current [Comprehensive Plan](#) for the City of Waukegan.

7. **Describe in detail** how the proposed conditional use conforms 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 Planning and Zoning Commission.

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SIGNATURES AND NOTARY SEAL

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief. I (We) understand that reliance is placed upon this information in the analysis and determination of approval of this conditional use permit. Inaccurate information may be cause for revocation of an approved conditional use permit. I (We) also affirm that, in accordance with the Freedom of Information Act, all application materials submitted may be available for public inspection, except where such materials are classified as confidential under applicable laws or regulation.

Print Name of Applicant

Signature of Applicant and Date

Print Name of Property Owner

Signature of Property Owner and Date

SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION, AND CITY COUNCIL MEMBERS, AND ATTESTS THE THE OWNER AGREES TO COMPLY WITH ANY CONDITIONS ESTABLISHED FOR THE USE.

NOTARY

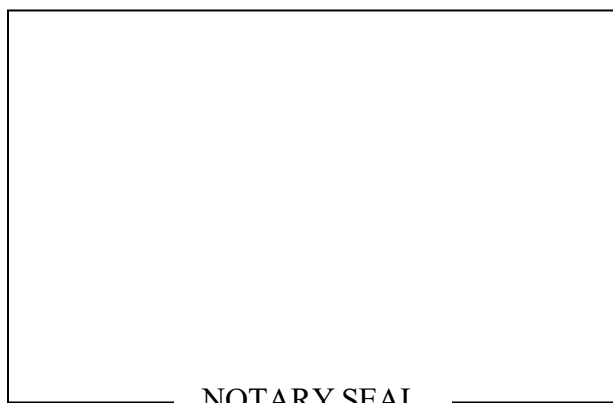
STATE OF _____)
COUNTY OF _____) SS.

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.



Signature of Notary Public

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PROCEDURES

1. PRE-APPLICATION MEETING. A minimum of one pre-application meeting with the Department of Planning and Zoning is mandatory prior to the preparation of this application. Times and dates are subject to staff availability, please allow adequate time to schedule. The applicant and/or their representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed. The application does not need to be completed for this meeting, but applicants should be prepared to present their project in detail so that staff can determine whether any additional applications or submittal documents are required.
2. SUBMITTAL MEETING. **Applications are due on or before the first business day of the month** in order to be placed on the Planning and Zoning Commission agenda for the following month (for example: if you submit by April 1, you would be on the May agenda). Times and dates are subject to staff availability, please allow adequate time to schedule. These deadlines allow for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or their representative are required to schedule and personally attend the submittal meeting. Applications will not be accepted without scheduling a submittal meeting. **Drop-off or mail-in applications WILL NOT be accepted.** Incomplete applications, and applications missing anything from the Submittal Requirements checklist below, will not be accepted. Missing information may postpone the hearing date of this application. At the submittal meeting, City staff will review the application for completeness to make certain that the application meets the requirements of the Unified Development Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. POST NOTIFICATION OF PUBLIC HEARING. The applicant is responsible for and is required by the Unified Development Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department. The applicant or their representative must email a picture to the Planning and Zoning Staff as soon as it is posted on the property. The notice poster/placard must remain posted until after the public hearing has concluded.
4. PUBLIC HEARING. The applicant and/or their representative are required to attend the Planning and Zoning Commission's public hearing whenever the proposed conditional use is scheduled to be heard (typically the second Thursday of the month after the application is accepted). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The applicant should be prepared to present their project to the Commission and public at this meeting and answer questions about the project.
5. COMMUNITY DEVELOPMENT COMMITTEE MEETING. The applicant and/or their representative are required to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month following the Planning and Zoning Commission public hearing. The meeting start time varies between 5:00 PM and 6:45 PM. The final meeting time is set the Friday before the meeting date. You may be called upon to answer questions.
6. CITY COUNCIL MEETING. If the Community Development Committee forwards a recommendation, this application will be considered by the full City Council on the third Monday of the month at 7:00 PM. The applicant and/or their representative are required to attend the City Council Meeting.

SUBMITTAL REQUIREMENTS

- One (1) original signed application with all original signatures (attach a note identifying the original)
- Five (5) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), all facade elevations, landscape plan, zoning analysis table, and proposed site plan (all documents should be no larger than 8.5" x 11" or 11" x 17"), as applicable
- One (1) hard copy of deed, lease, or title insurance policy to provide proof of parcel ownership or site control
- One (1) electronic copy of this application, Plat of Survey, facade elevations, proposed site plan, and any additional documents submitted as part of the application in PDF and/or .DOC/.DOCX format
- Check payable to "City of Waukegan" with proper application fee found in the Fee and Fine Schedule of City Code