



Village of Westmont COMMUNITY DEVELOPMENT

31 West Quincy Street, Westmont, Illinois 60559

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westmont.illinois.gov | 630-981-6200

PZC Case Number (office use only):	
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Application for Special Use Permit

Certain uses may be necessary or desirable to allow in a zoning district, but the use may have a unique, special, or unusual impact on the use and enjoyment of neighboring properties or public facilities. The special use process is designed to allow these unique uses to operate in an appropriate location and/or explain how potential impacts will be mitigated.

Proposed Special Use Project Details

State the scope of the work and indicate the specific special use you are requesting. Attach business plans, diagrams, drawings or other information as may be useful to the Planning and Zoning Commission and Village Board of Trustees in understanding your special use request. You must indicate the specific sections of the Zoning Ordinance for which the special use is sought. Please consult Village staff for confirmation.

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Special Use Standards

The Village of Westmont is obligated to make specific findings of fact for all special use applications according to the Village's Zoning Ordinance and Illinois State Statutes. **Applicants are REQUIRED to submit written evidence and/or analysis of the standards for special use permits below. Additionally, applicants are strongly encouraged to review the standards for special use permits in preparation for their case during the Planning and Zoning Commission public hearing.** A proposed special use shall substantially meet the following standards in order to obtain the recommendation of the Planning and Zoning Commission and approval of the Board of Trustees¹:

1. That the proposed use or activity is expressly authorized in this zoning ordinance as a special use.

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¹ Standards for Special Use Permits pursuant to Chapter 95 - Zoning, Sec. 14.04(H) Review and Approval Criteria

2. That the proposed use at the proposed location is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

3. That the proposed use will not, in the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or be injurious to the property values or improvements in the vicinity.

4. That approval of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

5. That the proposed special use will be served by adequate utilities, access roads, parking, drainage and other important and necessary facilities, infrastructure and community services.

6. That the proposed special use complies with all applicable regulations of the zoning ordinance except as expressly approved in accordance with the procedures of the zoning ordinance.

If there are special conditions and/or supplemental regulations, please write the condition/regulation (with the code section and number) and response in the box below.

Minimum Submittal Requirements - Checklist

The below documents are required for all special uses, unless otherwise stated by Village staff. Documents may be waived or added based on the context of the requested special use.

- ☐ Original signed application with all original signatures and required responses
- ☐ Cover letter explaining the request, entitlements sought, and list of application materials. The cover letter should explain the proposed use including but not limited to: the number of employees, general operations, hours of operation, etc.
- ☐ Floor plan
- ☐ Plat of Survey (prepared by an Illinois Registered Land Surveyor) showing all existing conditions
- ☐ Copy of the deed, lease, or similar documents to provide proof of parcel ownership or site control
- ☐ A traffic impact statement, analysis, or study, as determined by Village staff.
- ☐ A check payable to "Village of Westmont" with proper application fee per Appendix C
- ☐ Escrow deposit and form, as determined by Village staff