

## PROCEDURES FOR SPECIAL USE

1. Application filed by owner or person(s) with possessory interest.
2. Public Hearing date set within 60 days of filing.  
*\*No hearing date will be set unless application is filled out completely.*
3. Public Notice published not more than 30 nor less than 15 days prior to hearing.  
*\*Applicant shall be required to pay for all publications prior to the public hearing date.*
4. Letters to neighboring property owners.  
*\*Letters of notice shall be sent to all residents within 250 feet of the petitioner's property line (less sidewalks, streets, alleys, and right of ways), and all costs associated with the mailing shall be paid by the petitioner prior to the public hearing date.*
5. Address list must be provided with the application in printed and electronic data format. Only data in Excel or compatible format will be accepted.
6. All expenses required to be paid by the petitioner must be paid in full prior to any hearing meeting being called to order. If payment cannot be confirmed that portion of the meeting will be declared invalid.
7. Hearing held—Findings of Fact and recommendations (pg. 49 and 50) by the Plan Commission to the City Council within 30 days.
8. City Council must act within 90 days of Plan Commission's decision.

Petition No. \_\_\_\_\_

Date \_\_\_\_\_

Expiration Date \_\_\_\_\_

PETITION FOR SPECIAL USE PERMIT

CITY OF PETERSBURG, ILLINOIS

Petitioner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

A. Property and Existing Use

1. The property is located at \_\_\_\_\_ on the \_\_\_\_\_ side of the street, between \_\_\_\_\_ Street and \_\_\_\_\_ Street.
2. Legal description of the property: (Please attach to this form.)
3. Present zoning of the property: \_\_\_\_\_
4. Is any portion of property subject to flooding? If so, describe the nearness of the property to the water body and the frequency of inundation.

\_\_\_\_\_

5. Area Data

- a) Zoning of adjacent property.

North:

East:

South:

West:

- b) Land uses on adjacent property.

North:

East:

South:

West:

B. Proposed Use Data

1. Proposed use of the property or building (s):

\_\_\_\_\_

C. Presentation of Visual Aids

All petitions for Special Use Permits as provided for in this ordinance shall prepare and submit a preliminary site plan map at a scale of not less than 100 feet to one inch, showing the following items:

1. Scale, north arrow;
2. Location of existing property lines;
3. Location of existing and proposed streets, rights-of-way, curbs, gutters, culverts, sidewalks, pavement type, planting strips, and other pertinent data on circulation showing design standards;
4. Existing and proposed structures;
5. Location, type, and size of proposed landscape treatments;
6. Existing and proposed water mains, sewer lines, fire hydrants, and street lights;

- D. The applicant shall complete the following appropriate sections: B501-R Residential, B501-C Commercial

\_\_\_\_\_

OFFICE USE ONLY

Petition received: \_\_\_\_\_ By: \_\_\_\_\_

All petition materials received: \_\_\_\_\_ By: \_\_\_\_\_

Fee received: \_\_\_\_\_ By: \_\_\_\_\_

Publication dates: (attach proof of publication)

Public hearing sign posted: \_\_\_\_\_

Recommendation made by Plan Commission: \_\_\_\_\_

Public hearing sign removed: \_\_\_\_\_

Petition heard by City Council: \_\_\_\_\_ Approved: \_\_\_\_\_

Special Use noted on map by draftsman: \_\_\_\_\_

Form 6501

RESIDENTIAL

Form B501-R

1. Proposed total number of dwelling units:

2. Number and type of dwelling units:

- a) Efficiency \_\_\_\_\_
- b) One bedroom \_\_\_\_\_
- c) Two bedroom \_\_\_\_\_
- d) Three bedroom \_\_\_\_\_
- e) Four bedroom \_\_\_\_\_
- f) Other \_\_\_\_\_

3. Floor area for each type of unit:

- a) Efficiency \_\_\_\_\_
- b) One bedroom \_\_\_\_\_
- c) Two bedroom \_\_\_\_\_
- d) Three bedroom \_\_\_\_\_
- e) Four bedroom \_\_\_\_\_
- f) Other \_\_\_\_\_

4. Type of building construction: \_\_\_\_\_

5. Dimensions of individual parking stalls: \_\_\_\_\_

6. Total number of parking stalls: \_\_\_\_\_

7. Water supply requirements and proposed improvements: \_\_\_\_\_

8. Sewage disposal requirements and proposed improvements: \_\_\_\_\_

9. Estimated construction time: \_\_\_\_\_

1. Type (s) of commercial establishments:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
2. Estimated hours of operation: \_\_\_\_\_
3. Estimated number of employees: \_\_\_\_\_
4. Estimated number of customers: \_\_\_\_\_
5. Floor area per commercial establishment:
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
  - d) \_\_\_\_\_
  - e) \_\_\_\_\_
6. Type of building construction:  
\_\_\_\_\_
7. Estimated construction time:  
\_\_\_\_\_
8. Total number of parking spaces:  
\_\_\_\_\_
9. Total number of loading areas or docks:  
\_\_\_\_\_
10. Landscaped area: \_\_\_\_\_ square feet
11. Water requirements and proposed improvements:  
\_\_\_\_\_
12. Sewage disposal requirements and proposed improvements:  
\_\_\_\_\_

Names of Surrounding Property Owners

Following are the names and addresses of surrounding property owners from the property in question for a distance of two-hundred-fifty (250) feet in all directions, and the number of feet occupied by all public roads, streets, alleys, and public ways have been excluded in computing the 250 feet requirement. Said names are as recorded in the office of the County Recorder of Deeds and as appear from the authentic tax records of the County.

\*\*Attach separate page (printed format) with all names/addresses for surrounding property owners in the format as shown below.

\*\*\*Names/Addresses shall be provided in electronic media also with the filing. Data shall be provided using Microsoft Excel or compatible format. **No hearing date shall be set until the electronic data is provided.**

Name	Address
_____	_____
_____	_____

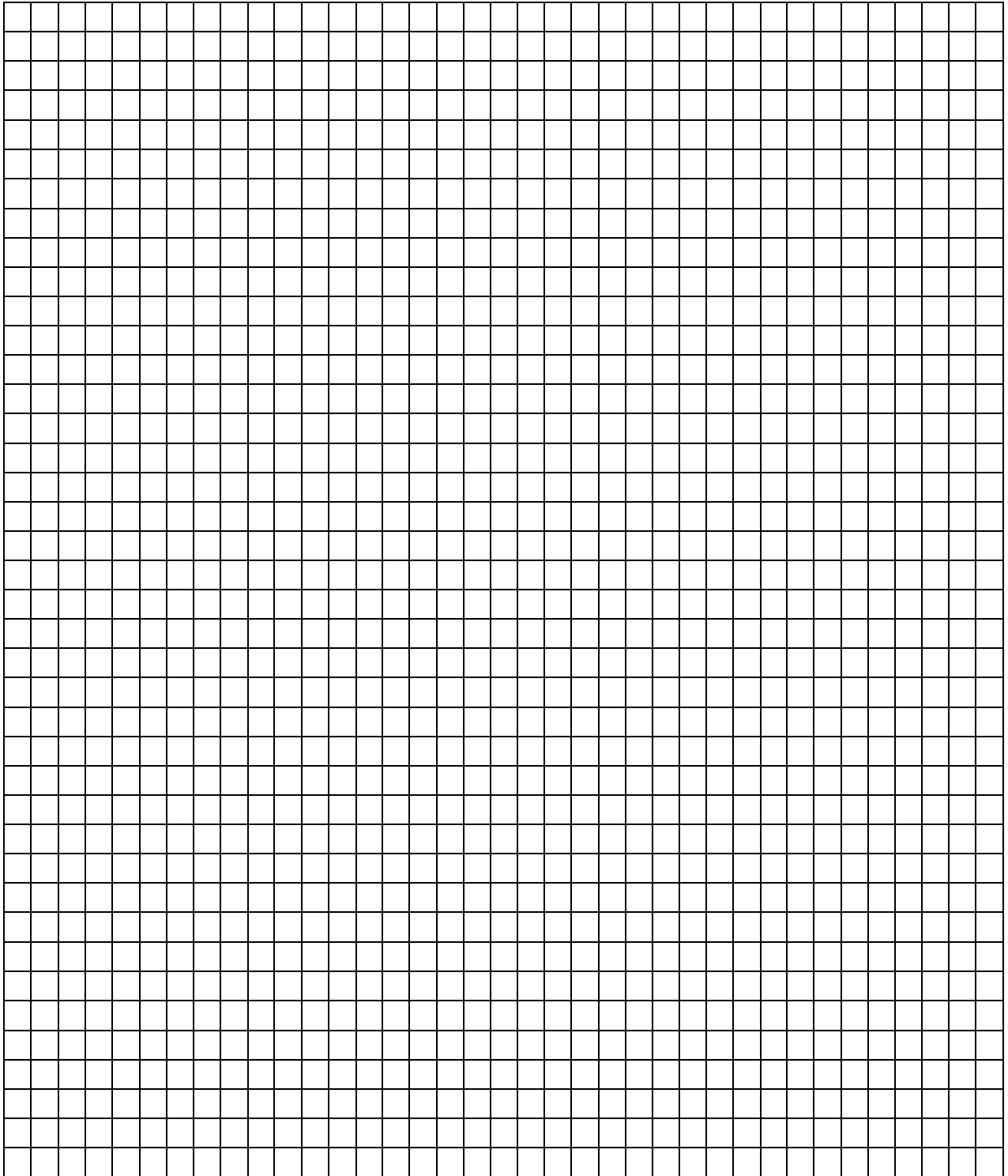
The undersigned Petitioner, states on oath and under penalty of perjury, that the foregoing is true, accurate, correct and complete.

Date\_\_\_\_\_

Signature\_\_\_\_\_

\_\_\_\_\_

**Use the graph below to submit a preliminary site plan map at a scale of not less than 100 feet to one inch.**



## **Article 13, Section 7:**

### **Home occupations:**

Any occupation which is customarily, in whole or in part, conducted in a residence may be conducted in a dwelling unit as a special use provided all of the following criteria are met:

- A. The use for the occupation must be clearly incidental to the use of the dwelling as a residence.
- B. Only one person other than a member of the immediate family residing in the dwelling unit shall be employed.
- C. The total area devoted to such use shall not exceed 25 percent of the total area on any one floor of the dwelling unit, or 25 percent of any accessory building.
- E. No exterior structure, light, or sign in excess of one square foot shall indicate that it is being used for any nonresidential purpose.

Examples of home occupations include: dressmaking and tailoring shops, the teaching of a musical instrument to one student at a time, beauty and barber shops, home antique shops and licensed child care centers.