



# VILLAGE OF THORNTON

115 EAST MARGARET STREET • THORNTON, ILLINOIS 60476

PHONE (708) 877-4456 • FAX (708) 877-4458

## Application for Special Use Permit

Name of Applicant \_\_\_\_\_

Applicant Address \_\_\_\_\_ Phone \_\_\_\_\_

Location of Property \_\_\_\_\_

Tax Number (PIN) \_\_\_\_\_ Current Zoning \_\_\_\_\_

Name of Property Owner \_\_\_\_\_

Owner Address \_\_\_\_\_ Phone \_\_\_\_\_

Held in Trust by \_\_\_\_\_ Trust Number \_\_\_\_\_

Zoning Code Sections under which Special Use is sought (Please be specific):

\_\_\_\_\_

Description of proposed use (Please be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any additional comments can be continued on the back of this application.

Application fees must be submitted along with the names and mailing addresses of all Taxpayers of Record within 250 feet of the subject property as shown on the Tax Rolls of the Thornton Township Assessor's Office.

A fee of \$400.00 must be paid at the time of application.

The chairman of the Planning and Development Commission will schedule a public hearing not less than 21 days from the first publication of this application by the Village Clerk.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (if different from Applicant) \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date of Filing \_\_\_\_\_ Date of Publication \_\_\_\_\_ Date of P&D Hearing \_\_\_\_\_

Action taken

\_\_\_\_\_

\_\_\_\_\_

Date of Council Hearing \_\_\_\_\_

Final Action taken

\_\_\_\_\_

\_\_\_\_\_

# **INSTRUCTIONS FOR APPLICATION FOR SPECIAL USE PERMIT**

## **What is a special use?**

Any use of land or buildings, or both, described and permitted in the Thornton Zoning Ordinance, subject to the provisions of Chapter 9 of the Ordinance. A special use is a use that is identified as sometimes, but not always, appropriate in a specific zoning district.

## **When is a special use permitted?**

A Permit (ordinance) is approved by the Village Board, following a review by the Zoning Board of Appeals, to use a property that does not fall directly under the permitted usage for that specifically zoned area. Uses of land or structures, or both, are subject to conditions contained in Chapter 9 of the Zoning Ordinance, provided that the Board finds that the proposed location and establishment of any such uses:

1. Will be desirable or necessary to the public convenience or welfare and
2. Will be harmonious and compatible with other uses adjacent to and in the vicinity of the selected site or sites.

A special use permit is issued to a specific person for a specific use at a specific location.

## **Instructions for Applying for a Special Use**

When applying for a special use, the following items are required to be submitted:

1. Application for special use permit filled out completely and accurately
2. Business plan/description of operation
3. Proof of ownership or interest in ownership, such as deed, current tax bill, real estate contract, lease if rented, etc.
4. \$400 fee paid at the time of application

The Zoning Board of Appeals meets on the 2<sup>nd</sup> Wednesday of the month at 7:00pm. In order to have a special use hearing before the Zoning Board of Appeals, the application and accompanying documents must be submitted by the 15<sup>th</sup> of the previous month.