

## **SPECIAL USE APPLICATION CHECKLIST:**

- Complete the entire Special Use Request Form including:
  - Owner or Applicant (Please check appropriate box. However, if you are the applicant, contact information is needed for you and the owner.)
  - Legal Description of the Property (Example: Lot 1, Subdivision, Parcel #, A part of the southwest quarter of the northwest quarter of Section 23, Township 17, North Range 2 east of the 3<sup>rd</sup> PM, and where the deed is recorded with the Macon County Recorder's Office – (217) 424-1359)
  - Existing zoning of the property (if unsure please verify with Village Hall)
  - State the existing use of the property.
  - State the proposed use of the property with the proposed special use request.
  - Provide a dimensioned site plan or plat to depict the proposed special use. The site plan or plat should include the location of any current or proposed structures on the property.
  - Answer the six questions relating to the special use request for the property that will help the Planning and Zoning Commission and Village Board make their decision on the request. For question 6, use the excerpt from the Development Ordinance for Section 9.12 F Standards.
  - Pay the required \$50 application fee; make check out to Village of Forsyth
  - Sign and date the form and return to Village Hall

Village Staff will then review the application to ensure completeness. Once the application is deemed complete, Village Staff will notify the applicant of the meeting dates for the Planning and Zoning Commission meeting/Public Hearing and the Board of Trustees meeting. Village Staff will also notify all the property owners that own property within 250 feet of your property.

\* Planning and Zoning Commission meetings are held every 4<sup>th</sup> Thursday of the month and Board of Trustee meetings are held every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Village Staff will inform you of the date your application will go before the Commission and Board.

Question 6:

**Section 9.12 F – Standards:**

- (1) The Planning and Zoning Commission shall not recommend, nor the Village Board approve a special use, unless it shall find, based upon the evidence presented to the Planning and Zoning Commission in each specific case, that the special use:
  - (a) Will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this Ordinance.
  - (b) Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area.
  - (c) Will not be hazardous or disturbing to existing or future neighborhood uses.
  - (d) Will be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers, and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
  - (e) Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village of Forsyth.
  - (f) Will not involve uses, activities, processes, materials, equipment, and/or conditions of operation that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, or odors.
  - (g) Will have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.
  - (h) Will not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue, or relief.
  - (i) Will not result in the destruction, loss, or damage of natural, scenic, or historic features of major importance to the Village of Forsyth.
- (2) The special use shall, in all respects, conform to the applicable regulations of the district in which it is located, except as such regulations may be modified, in each instance, by the Village Board, pursuant to the recommendations of the Planning and Zoning Commission.

# VILLAGE OF FORSYTH

301 S. Route 51  
Forsyth, IL 62535

Phone: (217) 877-9445 / Fax: (217) 877-9863



## SPECIAL USE APPLICATION

OWNER:

APPLICANT:

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

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

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Property Address: \_\_\_\_\_ PIN #: \_\_\_\_\_

Legal Description of the Property:

Zoning District: \_\_\_\_\_

Existing use of the property:

Proposed use of the property (describe the special use):

\*Attach a dimensioned site plan or plat to depict the proposed special use and plan for the property.

### Address the following items:

1. Economic effects on adjoining properties:

2. Effects of such elements as noise, glare, odor, fumes, and vibration on adjoining properties:

3. General compatibility with adjacent and other properties in the district:

4. Effects of traffic generated by the proposed use:

5. Relationship to the Comprehensive Land Use Plan:

6. Way the proposed special use fulfills requirements of Section 9.12 F Standards (attached document):

\$50.00 Application Fee: Required at time of the application. The fee will not be refunded if the request is denied by the Village Board of Trustees.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For office use only</b>	
Date Received: _____	PZC Meeting Date: _____
Application Fee Paid: _____	Board Meeting Date: _____
Approved (Y/N): _____	Ordinance # _____