

Dates to Remember for Special Use Permit

1. _____ - by Noon
Last day to have completed variance application, building permit application with 8 ½" x 11" site plan, \$200.00 filing fee, and Buffered Parcels Report from St. Clair County Mapping & Platting listing the legal property owners and mailing addresses of the parcels within 250 feet of the property in to Jennifer or Vicki in the Planning & Zoning Office. Please also provide proof of applicant's property interest if the applicant is not the owner. You may also provide a copy of your Notice of Intent for review at this time.

2. _____ - to _____ -
"Window" for petitioner to send "Notice of Intent" notices to owners within 250 feet of parcel, either in person to owner **OR** by Certified Mail Return Receipt Requested. See Section 8.06 and sample letter attached for notice requirements.

4. _____ (Wednesday before the hearing) - **To Vicki:**
 - Copy of letter **AND** all green Certified Mail Return Receipts (or envelope returned from Post Office as refused) with receipt showing date received at Post Office attached to each one – **OR** - original letter signed by owners with date received if presented in person.
 - Statement of Compliance certifying that you have done all that is required of you as outlined in Article VIII.

5. _____ -
Public Hearing with Planning Commission (City Council Chambers @ 6:00 p.m.)

If you have any questions regarding your petition, please do not hesitate to contact Jennifer Howland or Vicki Evans at (618)624-4500, Extension 4. You may wish to call our office to ensure either Jennifer or Vicki will be available when you come in to file.

A copy of the agenda will be mailed to you Friday before the public hearing. The agenda will serve as notice that your petition will be discussed that night. You will want to attend that meeting or have a representative present in your place.

The Planning Commission will vote at the end of the public hearing. Within 21 days after the Planning Commission's decision, the City Council, upon majority vote, may exercise the power of review of any Planning Commission decision on an application for a special use permit.

PETITION FOR SPECIAL USE PERMIT

Planning & Zoning Department, O'Fallon City Hall
255 South Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269 Phone (618) 624-4500 Ext. 4

Special Permit No. _____
Date: _____

(Do not write in this space -- For office use only)

Date set for hearing: _____ Perm. Parcel No. ____-____-____-____
Date hearing held: _____ Fee paid: \$_____ Date: _____
Newspaper: _____ Building Permit App. No. _____
Recommendation of Planning Commission: Action by Zoning Hearing Officer:
() Denied () Denied
() Approved () Approved
() Approved with modification () Approved with modification
Date: _____ Date: _____

INSTRUCTIONS TO APPLICANTS: All information required by the application must be completed and submitted herewith. Applicants are encouraged to visit the Planning & Zoning Office for any assistance needed in completing this form.

- 1. Name of property owner(s): _____ Phone: _____
Mailing address: _____ E-Mail: _____
2. Applicant's name: _____ Phone: _____
Mailing address: _____ E-Mail: _____
3. Property interest of applicant (Owner, Contractor, etc.): _____
4. With respect to any portion of these premises, a previous appeal or petition for variance was made:
() No. () Yes. If "yes", list all previous appeals and/or petitions, giving dates:
5. Address of property: _____
Present use of property: _____ Parcel (Tax) ID #: _____ Zone District: _____
6. Check one of the following where applicable:
() Public service building; specify type: _____
() Public utility building or structure; specify type: _____
() Planned single-family residential development _____
() Planned multiple-family residential development _____
() Planned mobile home park development _____
() Planned business center development _____
() Other planned development; specify: _____
() Use variance; specify type of use proposed: _____

7. All applications for special use permit shall file a site plan in accordance with Article III of the Zoning Ordinance.

The following additional information shall be provided:

- Number of proposed dwelling units, if any _____ Number of proposed structures _____
- Number of existing dwelling units, if any _____ Number of existing structures _____
- Number of proposed dwelling units per structure, if any _____
- Number of existing dwelling units per structure, if any _____
- Acreage devoted to each type of proposed use _____
- Acreage devoted to each type of existing use _____
- Number of proposed off-street parking spaces _____
- Number of existing off-street parking spaces _____
- Provide other such pertinent information as may reasonably be required to fully describe the proposed development. (Attachments may be used.)

8. A special use permit is requested for the property described above in conformity with the documents submitted herewith.

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent that the entry in or upon the premises described in this application by any authorized official of O'Fallon, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Date: _____

Signature of Applicant: _____

Date: _____

Signature of Owner: _____

APPLICATION FOR COMMERCIAL BUILDING PERMIT / CERTIFICATE OF ZONING COMPLIANCE

Planning & Zoning Department, O'Fallon City Hall
255 South Lincoln Avenue, 2nd Floor
O'Fallon, IL 62269 Phone (618)624-4500 #4

(Do not write in this space -- For office use only)

Date: _____, _____ Zoning fee paid to City Clerk \$ _____ Date: _____
() Permit issue No. _____
() Permit denied If denied, cause of denial: _____
() Application appealed No. _____
Variance or Special Permit No. _____

* * * * *

INSTRUCTIONS TO APPLICANTS: All information required by the application must be completed and submitted herewith. Applicants are encouraged to visit the Planning & Zoning Office for any assistance needed in completing this form. Upon completion of any proposed structure, a "Certificate of Occupancy" may be granted upon request.

1. Name of property owner(s): _____ Phone: _____
Complete mailing address: _____ E-Mail: _____
2. Applicant's name: _____ Phone: _____
Complete mailing address: _____ E-Mail: _____
3. Property interest of applicant (Owner, Contractor, etc.): _____
4. Design professional name: _____ Phone: _____
Contact name: _____ E-Mail: _____
Design professional complete mailing address: _____
5. Property address (9-1-1 approved) of proposed construction: _____
Name and description of proposed type of business: _____
6. Legal description (parcel ID# and lot # & subdivision name): _____
7. Proposed construction or use: [] Structural [] Electrical [] Plumbing [] HVAC
() New building (type of structure): _____
() Tenant finish
() Addition or alteration of existing building(s) (explain): _____
Cost of improvement: \$ _____ Flood zone: _____ Zone district: _____
Is proposed construction in an approved Planned Development? [] Yes [] No
Existing 2003 ICC Building Code Use Group: _____ Existing 2003 ICC Building Code Type of Construction: _____
Proposed 2003 ICC Building Code Use Group: _____ Proposed 2003 ICC Building Code Type of Construction: _____
Total lot area in sq. ft.: _____ sq. ft. Total building gross area (all floors): _____ sq. ft.
Total lot area covered by all buildings (after construction): _____ sq. ft.
Percent of lot coverage (lot area covered by all buildings divided by total lot area): _____

(Over)

8. A site plan (drawn to approximate scale) shall be attached showing the following:
- a) Dimensions of the zoning lot;
 - b) Dimensions and use of all buildings;
 - c) Distance of each building from all zoning lot lines;
 - d) Distance of principal building from principal buildings on adjacent lot(s);
 - e) Location of driveways and off-street parking spaces (show distance from lot lines and overall dimensions);
 - f) Location of all easements (drainage and utility);
 - g) Any additional information as may be reasonably required by the Planning & Zoning Department and applicable requirements of Section 2.04(e).
9. Names, contact person, complete mailing address, and phone number of the following sub-contractors must be provided prior to issuance of the building permit:
- General Contractor: _____
 _____ E-Mail: _____
 - Electrical Contractor: _____
 _____ E-Mail: _____
 - HVAC / Mechanical Contractor: _____
 _____ E-Mail: _____
 - Plumbing Contractor (please include IL State License #): _____
 _____ E-Mail: _____
 - Fire Sprinkler Contractor: _____
 _____ E-Mail: _____

10. A complete set of the approved site/civil plans and approved building plans will be required prior to issuance of the building permit. A complete set of the site/civil plans and complete building plans including all revisions and corrections will be required prior to issuance of the Final Certificate of Occupancy.

11. Application is hereby made for a Temporary Certificate of Zoning Compliance, as required under the Zoning Ordinance of the City of O'Fallon, Illinois, for the erection, moving or alteration, and use of buildings and premises. In making this application the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit applied for, if granted, is issued on the representations made herein and that any permit issued may be revoked without notice on any breach of representation or conditions. It is understood that any permit issued on this application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinances, or by other ordinances, codes or regulations of O'Fallon, Illinois.

(Applicant) _____

TEMPORARY CERTIFICATE OF ZONING COMPLIANCE

The plans and specifications submitted with this Application are in conformity with the zone district requirements applicable to the subject property. Changes in plans or specifications shall not be made without written approval of the appropriate city officials. Failure to comply with the above shall constitute a violation of the provisions of the City of O'Fallon Zoning Ordinance.

Dated: _____, _____

 Planning & Zoning Official, City of O'Fallon, Illinois

For office use only: Flood Plain Overlay Restrictions

SAMPLE NOTICE OF INTENT

[Date letter is mailed or delivered]

[Applicant name]

[Applicant address]

Dear [Property Owner's Name Here],

Please be advised that I/we have submitted a petition for a variance to the City of O'Fallon Zoning Hearing Officer on [date petition submitted]. The variance is to allow [describe the reason for the variance (i.e. increase the percent of lot coverage from 30% to XX% for construction of a room addition or to extend 5 feet into the required 25 ft rear yard setback for placement of a modular home)].

The variance is for the property address of [subject property address], O'Fallon, Illinois.

The name and address of the property owner for this property is [name and mailing address of the property for the variance].

This letter is being sent to you as required by ordinance to the property owners within 250 feet of the variance requested property.

If you have any questions regarding the variance, please contact either the property owner or the City of O'Fallon Planning & Zoning Office at (618)624-4500 ext. 4.

Sincerely,
XXXXX

[Applicant name and signature]

FOR HAND-DELIVERED LETTERS:

If the letter is being hand-delivered to the property owner, please provide them with 2 letters. One they sign and date as received and return to you, the other they keep for their records. Put this on the hand-delivered letters:

I/We hereby acknowledge receipt of the above notification of a Petition for Zoning Variance initiated by [Applicant name here].

Property Owner's Signature, Their Property Address and Date

[Date]

This letter is to certify that I/we, **[applicant(s)]**, have complied with the requirements as outlined in the O'Fallon Zoning Code of Ordinances for the Variance for **[subject property address]**, O'Fallon, Illinois, which we filed for on **[filing date]**.

Signed,
[Applicant(s)]

SAMPLE