

VILLAGE OF VERNON HILLS

SPECIAL USE PERMIT APPLICATION

\$750

Request is hereby made for a Special Use Permit to be issued in accordance with the Village of Vernon Hills Code of Ordinances for the operation of a _____

PROJECT REPRESENTATIVES

1. Applicant:	
Company:	
Address:	
Telephone:	
E-Mail:	Fax
2. Owner:	
Address:	
Telephone:	
E-Mail:	Fax
3. General Location:	
4. Proposal	
5. Address:	
6. Zoning District:	
7. Present Use:	

RELATED VILLAGE REVIEW PROCEDURES:

<input type="checkbox"/> Technical Review	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Planning and Zoning Commission	

REQUIRED DOCUMENTATION

<input type="checkbox"/> Written responses to section 18.3 of the Village Code (See Attachment 1)	<input type="checkbox"/> Exterior signage plans
<input type="checkbox"/> Legal description of property (Electronic Format desired)	<input type="checkbox"/> Written description of type of business, to include hours of operations, staffing and services provided
<input type="checkbox"/> List of all residents and property owners located within 250 feet of property (Electronic Format desired. Contact Township office) (Appendix C, Section 21.8)	<input type="checkbox"/> Letter from property owner authorizing submission of Special Use Application
<input type="checkbox"/> Site, landscaping, engineering, floor plans and colored elevations of subject property <ul style="list-style-type: none">• 12 Complete sets no larger than 11" x 17"• Folded and collated in sets	<input type="checkbox"/> Parking lot lay out and photometric plans
	<input type="checkbox"/> Check or money order for \$750 (THIS IS A NONREFUNDABLE FEE)

Signature of Applicant: _____ Date: _____

FOR OFFICE USE:

Case #: _____ Received By: _____ Date: _____

Attachment 1
Application for Special Use

Code of Ordinances
Appendix C, Article 18. Special Uses

Sec. 18.2. Authority.

The corporate authorities of the village shall have authority, according to the procedures specified in Article Twenty-one, to permit special uses, as specifically enumerated in the individual use districts and subject to provisions of the individual use districts, if it finds that the proposed location and establishment of any such use will be desirable or necessary to the public convenience or welfare and will be harmonious and compatible with other uses adjacent to and in the vicinity of the selected site or sites.

Sec. 18.3. Standards.

No special use shall be authorized unless the following findings of fact are made:

18.3.1. The establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, morals or general welfare;

18.3.2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity, for the purposes permitted, nor substantially diminish and impair property values within the adjacent neighborhood;

18.3.3. The establishment of the special use will not impede normal and orderly development and improvement of surrounding property for uses permitted in the zoning district;

18.3.4. Adequate service utilities, access roads, drainage and other necessary facilities are in existence or are being provided;

18.3.5. Adequate measures have been, or will be, taken to provide ingress and egress designed to minimize traffic congestion in the public streets; and

18.3.6. The special use shall in all other respects conform to applicable regulations of this ordinance.