

# Petition for Special Use Permit/Site Plan Approval

## VILLAGE OF SKOKIE PLAN COMMISSION

Community Development Department  
Planning Division  
5127 Oakton Street • Skokie, IL 60077  
Phone (847)933-8447 • Fax (847) 673-0525

*Office Use Only*

Case Number: \_\_\_\_\_ Planner: \_\_\_\_\_  
FF: \_\_\_\_\_ RF: \_\_\_\_\_ LAF: \_\_\_\_\_

### ALL ITEMS MUST BE COMPLETE TO PROCESS APPLICATION

Address of Property _____ Existing Use _____	
Owners of Property _____ (Titleholders, Trust Number and Beneficiaries, Corporation, etc.)	
Petitioners (if other than owners) _____	
Petitioners' Address _____	Phone _____
City, State, Zip _____	Fax _____
Proposed Use _____	Existing Zoning _____
Village of Skokie Code Section _____ (siting the proposed use)	Comprehensive Plan Designation _____
All P.I.N. # _____	

\_\_\_\_ Attach Legal Description of Property (from Title Policy or Plat of Survey)

State the effects of the proposed use upon the character of the neighborhood, the property values, traffic conditions, public utilities, storm water detention, and other matters pertaining to the public health, safety, morals and general welfare of the community. Give reasons to support your statements.

List all aspects of the proposed development that do not conform to the requirements of the Village of Skokie Code.

<u>Code Section</u>	<u>Code Requirement</u>	<u>Requested Relief</u>

**THE LEGAL TITLEHOLDER MUST SIGN THIS PETITION.** Where the property is held in trust, the trust officer must sign the petition and include a letter naming all beneficiaries of the trust and authorizing the beneficiaries to act on the matters related to this petition request. The undersigned acknowledges and agrees that all documentation submitted with this application become public records and may be viewed by the public. The undersigned understands and agrees that if a Special Use Permit/Site Plan Approval is granted to this application, that the Special Use Permit/Site Plan Approval ordinance, and any conditions contained therein, shall be recorded at the petitioner's expense in the Office of the Recorder of Deeds for Cook County and that failure to comply with any and all terms and conditions of the Special Use Permit/Site Plan Approval shall be cause to initiate hearings to consider revocation of the Special Use Permit/Site Plan Approval, as well as any related business license, as provided for in the Village of Skokie Code.

Owner's Name(s) \_\_\_\_\_ Dated Signature(s) \_\_\_\_\_

Address(es) \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_

**Agent or Attorney Information**

Name \_\_\_\_\_ Firm \_\_\_\_\_

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

Fax \_\_\_\_\_

**SUBMITTAL REQUIREMENTS**

- \_\_\_ Current proof of ownership – current title policy or tract search (dated less than 3 months from application)
  - If legal title is in trust, the names of the beneficiaries
  - If legal title is in a corporation, the names of the principal officers and directors
  - Length of time title has been held as represented
- \_\_\_ Letter of authorization from the titleholder – when someone other than the owner (or beneficiaries) or the owner's attorney presents the principle testimony at the public hearing
- \_\_\_ Check made payable to "Village of Skokie" for application fees and applicable recording fees. A hearing transcript fee may be required after the public hearing to cover the cost of transcripts over 50 pages
- \_\_\_ 3 copies of a Traffic Impact Analysis (if required by Traffic Engineering Division)
- \_\_\_ Photographs of the area and parcel involved (if necessary)
- \_\_\_ 1 electronic copy each in .TIF format – all required final plans, renderings, and elevations as approved by the Appearance Commission and the Plan Commission
- \_\_\_ 18-11"x17" color copies – architectural renderings of new or altered structures (additional copies may be required for the Village Board meeting)
- 10 full size plans and 3-11"x17" copies:
  - \_\_\_ Site plan, drawn to scale showing buildings, parking spaces, storm water detention facilities (if applicable), and all other significant data with all pertinent dimensions fully noted
  - \_\_\_ Floor plans of the proposed structure or use
- 3 full size plans and 3-11"x17" copies:
  - \_\_\_ Current plat of survey by an Illinois Licensed Surveyor showing all site improvements and easements
  - \_\_\_ Landscape plan showing location, types, and sizes of all existing and proposed landscape items
  - \_\_\_ Detailed elevations of the outside appearance of new or altered structures
  - \_\_\_ Storm water detention/retention plan (if required by Civil Engineering Division)

**NOTE: Evidence of notice to surrounding taxpayers of record within 250 feet of the subject site and occupants of the subject site will be required by Plan Commission hearing. The notice shall be delivered by certified mail with return receipt properly addressed not more than 45 days nor less than 15 days prior to the hearing. It is recommended that the notice list be reviewed by Staff at least 17 days prior to the public hearing. The Village of Skokie is not responsible for an incomplete or incorrect notice.**