

# 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: \_\_\_\_\_ Brochure: \_\_\_\_\_  
FF: \_\_\_\_\_ RF: \_\_\_\_\_ LAF: \_\_\_\_\_

### APPLICATION MUST BE COMPLETE IN ORDER TO SCHEDULE A HEARING DATE

Name of proposed use or development: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of property: \_\_\_\_\_

Existing use(s): \_\_\_\_\_ Proposed use(s) in Appendix A: \_\_\_\_\_

Comprehensive Plan sector (circle): A B C D E F G H Comprehensive Plan designation: \_\_\_\_\_

All property identification numbers (PINs) \_\_\_\_\_

#### Petitioner Information

Name(s): \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Agent or Attorney Information (if other than the petitioner)

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

Street address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**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 becomes public record 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.

***Any required fees or monies owed by the applicant to the Village must be paid as a condition of approval.***

Legal titleholder(s) of property: \_\_\_\_\_  
(PLEASE PRINT - Names, Trust Number and Beneficiaries, Corporation, etc.)

Titleholder's signature(s): \_\_\_\_\_  
NAME DATE

Titleholder's street address: \_\_\_\_\_

Titleholder's city, state, zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(over)

## SUBMITTAL REQUIREMENTS

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

Code Section

Code Requirement

Requested Relief

- Current proof of ownership – current title policy or tract search (dated less than 3 months from application)
    - If legal title is in trust, list the names of the beneficiaries
    - If legal title is in a corporation, list the names of the principal officers and directors
  - Letter of authorization from the titleholder – when someone other than the titleholder (or beneficiaries) or the titleholder’s attorney presents the principle testimony at the public hearing
  - A statement of the effects of the proposed use upon the character of the neighborhood, surrounding 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.
  - Check made payable to "Village of Skokie" for application fees and applicable recording fees.
- 7 full size plans, 3-11"x17" copies, and 1 .PDF file of the following:
- 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, 3-11"x17" copies, and 1 .PDF file of the following:
- Plat of survey by an Illinois Licensed Surveyor showing all existing site improvements and easements.
  - Landscape plan and plant list showing location, genus, species, common name, and sizes of all existing and proposed landscape items
  - Detailed elevations of the outside appearance of new or altered structures
- 18-11"x17" color copies and 1 .PDF file of architectural renderings if a new or altered structure
  - 3 copies of a Traffic Impact Analysis (if required by Traffic Engineering Division)
  - Photographs of the area involved (if necessary)

*Additional print and electronic copies of all required final plans, renderings, and elevations as approved or modified by the Appearance Commission and the Plan Commission may be required for the Village Board meeting.*

**NOTE: Evidence of personal notice to surrounding taxpayers of record within 250 feet of the subject site and occupants of the subject site will be required prior to the Plan Commission hearing. The notice shall be delivered by regular mail 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.**