



Kathi Urban, Director

COUNTY OF PEORIA DEPARTMENT OF PLANNING & ZONING

PEORIA COUNTY COURTHOUSE • ROOM 301
324 MAIN STREET • PEORIA ILLINOIS 61602-1313
TELEPHONE (309) 672-6915 • FAX (309) 672-6075 • TDD: (800)526-0844
WEBSITE: <http://www.peoriacounty.org>

Updated 2018

SPECIAL USE APPLICATION PACKET

The applicant is responsible for completing the petition in its entirety, and submitting it to the Planning and Zoning Department (Rm. 301, Peoria County Courthouse) with the required fee. If the applicant is different from the property owner, an original owner's consent form must accompany the application at the time of filing. Office hours are 8:30 AM to 5:00 PM Monday through Friday. Staff is available to provide additional assistance if needed--- please call in advance to schedule an appointment.

PETITION

The enclosed petition allows Planning and Zoning staff and the Zoning Board of Appeals to evaluate the petitioner's request. The special use process cannot begin until the petition is complete and filed with the Planning and Zoning Department. Once completed, applications are filed in chronological order in accordance with the deadlines set forth in the ZBA calendar (generally, the first Friday of each month). ZBA hearings shall be limited to a maximum of 12 new cases plus any continuations or deliberations rescheduled from a previous hearing. In the case of a special use petition, the ZBA only makes a recommendation of approval or denial. The petition must then go before the Land Use Committee and the County Board. The County Board shall grant or deny the request by a majority of the members in attendance.

FEES

1. A **non-refundable** fee will be charged to the petitioner at the time of filing.
 - ❖ Special Use: \$690.00 + recording fees
 - ❖ Special Use, Mobile Home: \$320.00 + recording fees
2. Fees associated with the publication of the legal notice in the *Peoria Journal Star* and area newspapers, if applicable, will be billed to you upon publication. Payment is required prior to the ZBA hearing.
 - ❖ Chillicothe Township- *The Chillicothe Bulletin*
 - ❖ Millbrook, Princeville, Akron, Brimfield, Jubilee, Radnor, Elmwood, Rosefield, Kickapoo, Trivoli Townships – *The Weekly Post*
 - ❖ Limestone Township- *The Limestone Independent News*
 - ❖ Timber Township- *The Glasford Gazette*
3. If applicable, fees for all building permits, erosion control permits, and mechanical permits. Such fees are in addition to the special use filing fee and are not payable until such time that a permit is issued.
4. If applicable, fees for preparing, reviewing and recording a tract survey and/or subdivision. Such fees are in addition to the special use filing fee and are not payable until such time that a tract survey or subdivision is prepared.

CHECKLIST

A checklist is enclosed checklist for use by both the Planning and Zoning Department staff and petitioner. It provides a layout of all the information that must be included with the application before the department can accept the petition and process the special use request.



Kathi Urban, Director

COUNTY OF PEORIA DEPARTMENT OF PLANNING & ZONING

PEORIA COUNTY COURTHOUSE • ROOM 301
324 MAIN STREET • PEORIA ILLINOIS 61602-1313
TELEPHONE (309) 672-6915 • FAX (309) 672-6075 • TDD: (800)526-0844
WEBSITE: <http://www.peoriacounty.org>

Updated 2018

SPECIAL USE REGULATIONS AND REQUIREMENTS

SPECIAL USE is defined as a use of land needing approval by the County Board. It may include but not be limited to public and quasi-public uses affecting the public interest; uses that have a unique, special, or unusual impact upon the use or enjoyment of neighboring property; and uses that affect planned development.

AUTHORIZED SPECIAL USES:

- Only those uses which are authorized in District Regulations or in the zoning districts currently in effect, or those nonconforming uses which are damaged and are permitted to be reestablished.
- The designation of a use in a zoning district does not constitute an authorization or an assurance that such use will be approved. Rather, each proposed special use shall be evaluated by the Zoning Administrator, the ZBA, and the County Board for compliance with the standards and conditions set forth in this section and for each zoning district.

STANDARDS FOR APPROVAL:

- The special use will be consistent with the purposes, goals, objectives, and standards of any officially adopted County plan and these regulations.
- The special use will be consistent with the community character of the immediate vicinity of the parcel proposed for development.
- The design of the proposed use will minimize adverse effects, including visual impacts on adjacent properties.
- The development has been reviewed and approved by the Illinois Department of Natural Resources with regard to the presence of endangered species, and archaeological and/or historical resources.
- The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use by all other applicable requirements of the ordinances of the County.

CONDITIONS:

- The County Board may attach and the Zoning Administrator and ZBA may recommend the attachment of such conditions to a special use permit as are necessary to carry out the purposes of the Comprehensive Plan and to prevent or minimize adverse effects upon other property in the neighborhood.

RECORDING OF NOTICE OF RESTRICTIONS:

- A notice of restrictions shall be recorded with the Recorder of Deeds of Peoria County that includes the terms and conditions upon which the special use approval is granted.

EFFECT OF ISSUANCE OF A SPECIAL USE PERMIT:

- Issuance of a permit for a special use shall be deemed to authorize only the particular use for which it is issued.

The following information must be included with this form:

- A correct legal description of the parcel. A copy may be obtained in the County Clerk's Office, Room 101 of the Peoria County Courthouse.
- If applicant is different from owner, provide owner's consent in writing with original signature.
- If the applicant is a corporation, and if a corporation, disclose the correct names and addresses of all officers and directors and of all stockholders or shareholders owning any interest in excess of twenty percent (20%) of all outstanding stock or shares of such corporation.
- When the applicant or his principal if other than the applicant, is a business or an entity doing business under an assumed name, include the name and residence of all true and actual owners of such business or entity.
- When the applicant or his principal if other than the applicant is a partnership, a joint venture, a syndicate, or an unincorporated voluntary association, include the names and addresses of all partners, or members of the partnership, joint venture, syndicate, or unincorporated voluntary association.
- When the applicant is acting for himself or in the capacity of an agent, an alter ego, or a representative of a principal, the applicant shall include the name and address of the true principal.
- If the Special Use is a proposed land split that will not be served by public water supply, the following shall be submitted:
 1. Documentation regarding proximity to existing water supply, both current and planned expansion by the appropriate water authority.
 2. Detailed and documented cost comparison of the projected costs of public water, community water, and individual wells.
 3. Documentation shall be provided to demonstrate that an adequate quantity and quality of water will be available for all lots proposed. Such documentation may be provided by the Illinois State Geological Survey or the Illinois State Water Survey. **Illinois State Water Survey contact person: Ken Hlinka (217) 333-8431.**
 4. Documentation from an existing well in the immediate vicinity documenting the production of water at a minimum rate of three gallons per minute (3 gpm.) **This can be obtained from the Illinois State Water Survey.**

5. The developer shall provide data from a test boring(s) completed by a well driller denoting the availability of water at this location. Location of the test well(s) shall be identified by the Illinois State Water Survey, the Peoria City/County Health Department and a licensed well driller. Results of such boring shall indicate a minimum three gallons per minute (3gpm) produced.

- *Test wells cannot be utilized as potable water wells or irrigation wells, as they do not meet Illinois Water Well Construction Code requirements. If you would like to use the well for domestic consumption or irrigation, you must apply for the appropriate permit at the Peoria City/County Health Department.*

If the Special Use is a proposed land split that requires a sanitary disposal of domestic sewage and will not be served by public sewer, the following shall be submitted:

1. Soil profiles in locations specified by the Peoria/City County Health Department.

- *See attached list of ISCA Certified Professional Soil Classifiers.*

Include a site plan which contains the following information (if applicable):

- A layout map of all existing and proposed buildings and structures on the site with pertinent setback lines.
- Traffic circulation pattern (arrows illustrating direction of traffic flow);
- Parking and loading areas and individual berths;
- Proposed sewerage and water systems;
- Placement of exterior lighting; and
- Landscaping, existing and proposed

State of Illinois)
)
County of Peoria)
Updated 2018

Case No. _____
Time: _____

PETITION FOR SPECIAL USE

Please complete this form in its entirety.

Applicant Name: _____ **phone:** _____
Address: _____ **cell/work phone:** _____
City: _____ **State:** _____ **Zip:** _____
Circle if applicable: Corporation Business Partnership Joint Venture

Owner's Name: _____ **phone:** _____
Address: _____ **cell/work phone:** _____
City: _____ **State:** _____ **Zip:** _____
Circle if applicable: Corporation Business Partnership Joint Venture

Parcel ID #: **Parcel Size:** _____
E-911 Address of Parcel: _____

Special Use Request from Section(s): _____ **of Ordinance**
Explanation of Request:

Zoning Classification: _____ **Township:** _____
Fire Protection District: _____ **School District:** _____
Septic or Public Sewer *: _____ **Water Source *:** _____

*Land splits not served by public water and/or public sewer shall provide additional documentation as outlined in Section 20-3.5.3.3.j (water) and 20-3.5.3.3.k (sewer).

Current Land Use: _____ **Proposed Land Use:** _____
Land Use Form Designation: _____

Surrounding Zoning Classification:
North: _____ **South:** _____ **East:** _____ **West:** _____

1. Is the special use consistent with the purposes, goals, objectives, and standards of any officially adopted County plan and these regulations? If not consistent explain the factors which justify deviation.

2. Is the special use consistent with the community character of the immediate vicinity of the parcel proposed for development? If not consistent, explain the factors which justify the inconsistency.

3. How will the design of the proposed use minimize adverse effects, including visual impacts on adjacent properties, except for land splits in the A-2 district and individual mobile homes?

4. Is there known presence of endangered species, archaeological, and/or historical resources at the subject property? Has the development been reviewed by IDNR for these factors?

5. Address if the proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other applicable requirements of the ordinances of the County.

State of Illinois)
)
County of Peoria)
Updated 2018

Case No. _____
Time: _____

Please include directions to the property from the Peoria County Courthouse:

I (we) hereby certify that all facts and statements made in this petition are true to the best of my knowledge, and that there are no restrictions, covenants or limitations which are filed of record in Peoria County, Illinois, which limit or effect the request that we are submitting.

Signature: _____ **Date:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

Signature: _____ **Date:** _____
Address: _____
City: _____ **State:** _____ **Zip:** _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

For Office Use:

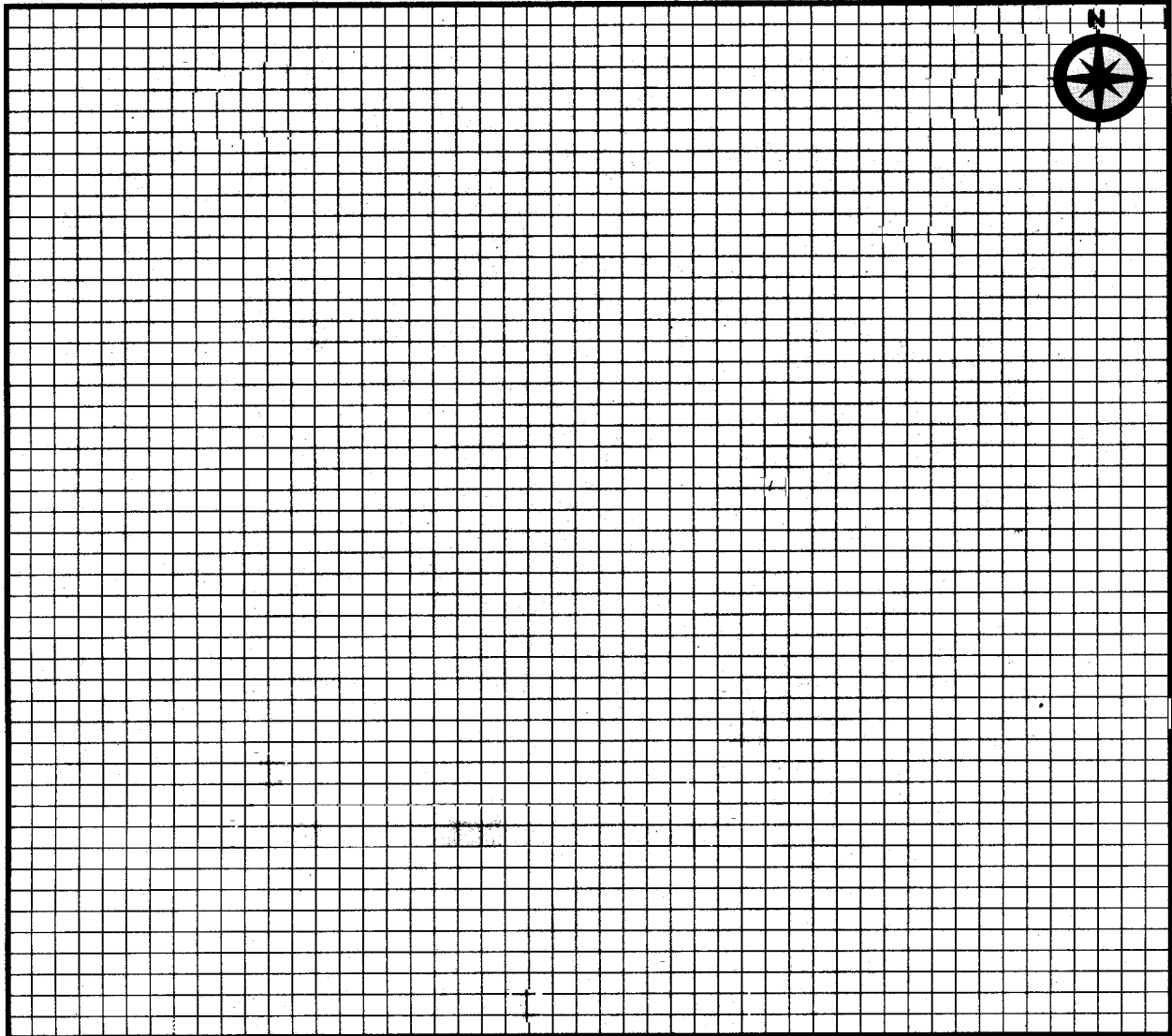
Filed Date:		
Receipt #	Z	
Site Plan Attached	YES	NO
Consents Attached	YES	NO
Owner Consent Attached	YES	NO

Is there is an enforcement action, building permit, or previous ZBA case pertinent to this case? If so, enter the number and date received.

_____ Date Rec'd: _____

SITE PLAN

size of site: _____ acres or dimensions: _____ X _____




Complete the site plan using blue or black ink. Include the following information on the site plan above or attach a reproducible site plan with the same information:

- all existing and/or proposed buildings and structures and the dimensions of each
- topographical information such as roads, trees, ponds, hills, gullies, streams, etc...
- label all structures (e.g. house, shed, garage, etc...)
- label requests pertinent to this petition

LEGEND

Property line =

Existing structure = 

Proposed structure = 

Fence = 

Tree =

State of Illinois)
)
County of Peoria)
Updated 2018

Case No. _____
Time: _____

NOTICE

I, _____, do hereby acknowledge that obtaining the desired zoning request (Case _____), if granted, does NOT provide any assurance of the ability to receive a private sewage disposal system permit or private water well from the Peoria City/County Health Department. Additionally, in the event the zoning request is for an ancillary construction item on a parcel with an existing private sewage system or private water system, said improvement shall be located a sufficient distance from either/both systems to allow future maintenance.

Date

Signature

ACKNOWLEDGEMENT OF NON-REIMBURSABLE COSTS

I, _____, hereby acknowledge and understand that all costs associated with my zoning request are non-refundable. Those costs may include, but are not limited to, filing fees, publication fees, costs associated with test well submittal requirements and soil analysis submittal requirements, survey costs and any costs incurred by the petitioner for additional information which the Zoning Administrator or the decision making body may deem necessary to review the proposed development.

I further acknowledge and understand that filing an application for a zoning request and payment of any corresponding fees does NOT guarantee that my request will be approved. Neither the Zoning Administrator nor the County Department of Planning and Zoning are decision-making bodies for zoning requests. Zoning requests are determined by the Zoning Board of Appeals and/or County Board as specified in Peoria County's Unified Development Ordinance, Chapter 20, Article 2, Sections 2.1 and 2.2.1. Denial, dismissal or approval of my zoning request by the decision-making body does not entitle me to any refund or reimbursement of costs paid, nor will I receive any refund or reimbursement should I choose to voluntarily withdraw my zoning request after filing.

Signature: _____ **Date:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Subscribed and sworn to before me this _____ day of _____, 20_____

Notary Public

Special Use Petition Checklist

This checklist is included with the packet to assist the applicant and staff determine completeness of the submittal. Please review the list of required items and double-check the application to ensure that all the necessary information has been included.

Applicant	Planning Department
Applicant Name, Address, and Phone	
Applicant Signature(s) <i>(if more than one applicant, both signatures required)</i>	
Owner's Name, Address, and Phone	
Owner's Written Consent- if different from applicant <i>(If more than one owner, all signatures required)</i>	
Parcel ID #, Parcel Size, E-911 Address	
Parent ID <i>(if applicable)</i>	
Section(s) of Ordinance	
Explanation of request	
Current Zoning	
Township	
Fire Protection District, School District	
Septic or Public Sewer	
Water Documentation for land splits (as of 5/10/07)	
Sewer Documentation for land splits (as of 5/10/07)	
Land Use: Current & Proposed	
Land Use Form Designation	
Surrounding Zoning Classification	
Written Explanations to Questions	
Directions to Property from Courthouse	
Site Plan	
Health Department Disclosure	
Acknowledgement of Non-Reimbursable Costs	
Legal Description of Parcel	
Additional Submittal Requirements for Solar Energy Generation Facilities	
Proof of Utility Connection Review	
Approval Letter from Local Fire Protection District	
Approval Letter from Road Jurisdiction	
Results of IDNR EcoCAT Consultation	
FAA Approval Letter	
Setbacks and Height	
All other Minimum Conditions from Section 20-7.17.3.3 Addressed	

Staff Review: _____

Date: _____

State of Illinois)
)
 County of Peoria)
 Updated 2018

Case No. _____
 Time: _____

2014 ISCA Certified Professional Soil Classifiers
 Available for Consulting

Name	Address	City	State	Zip Code	Phone
Ken Anderson	1126 Independence Avenue	Elburn	IL	60119	(630) 816-7276
Thomas Anderson Steve Elmer	A&E Consultants LLC, 27560 Ebenezer Road	Geneseo	IL	61254	(309) 945-9090
Jerry Berning	2811 Brown Street	Alton	IL	62002	(618) 977-7481
Paul Brown	Andrews Environmental Eng., Inc., 215 W. Washington Street	Pontiac	IL	61764	(815) 842-2042
Les Bushue	Bushue Soil Consulting, 1911 Scottsdale Drive	Champaign	IL	61821	(888) 528-7483
Brad Cate	Eastern Shore Soil Services, 7225 Scenic Bluff Road	Savanna	IL	61074	(302) 856-1853
Bob Darmody	University of Illinois, 1102 S. Goodwin	Urbana	IL	61801	(217) 333-9489
Chuck Frazee	65 Gaffney Road	Divernon	IL	62530	(217) 628-3518
Doug Gaines	8611 Wieseman Road	Worden	IL	62097	(618) 459-8619
Dana Grantham	9238 N. 15th Avenue	Butler	IL	62015	(217) 532-5285
Scott Harding	9833 Lower Marine Road	Marine	IL	62061	(618) 206-3041
Jim Hornickel	104 Cornell Drive	Normal	IL	61761	(309) 824-4826
Bruce Houghtby	John Raber & Associates, 4314-A Crystal Lake Road	McHenry	IL	60050	(815) 344-4020
Sam Indorante	708 Solitude Drive	DuQuoin	IL	62832	(618) 967-4509
Pat Kelsey	WBK Engineering, 116 W. Main Street, Suite 201	St. Charles	IL	60174	(630) 443-7755
Mike Kiefer	103 Wilson Drive	Watseka	IL	60970	(815) 216-1436
Michael Konen	10945 Bastian Road	Waterman	IL	60556	(815) 762-1357
Bill Kreznor	William R. Kreznor & Assoc, Inc., 904 Powers Road	Woodstock	IL	60098	(815) 338-2362
Galen Litwiler	1270E Co. Rd. 3500N	Paxton	IL	60957	(217) 898-3946
Bob McLeese	1076 Bucks Pond Road	Monticello	IL	61856	(217) 621-7510
Bob Oja	McHenry-Lake SWCD, 1648 S. Eastwood Ave.	Woodstock	IL	60098	(815) 338-0099
John Pearse	309 S. State Hwy 1	West Union	IL	62477	(217) 279-3651
Bruce Putman	Putman Soil Testing, 1200 Portage Lane	Woodstock	IL	60098	(815) 338-6218
Dave Rahe	828 S. Oak Street	Hillsboro	IL	62049	(217) 494-7451
Bill Teater	10469 Locust Rd.	Tremont	IL	61568	(309) 241-1367
Robert Tegeler	124 Joan Drive	Divernon	IL	62530	(217) 625-7603
Earl Voss	4009 Farhills Drive	Champaign	IL	61822	(217) 352-3089
Don Walker	1641 E. County Road 1800	Carthage	IL	62321	(217) 746-8601
Jay Wise	P.O. Box 326	Kewanee	IL	61443	(936) 522-8735
Roger Windhorn	62 Holiday Drive	Clinton	IL	61727	(217) 433-5293