



Community Development Department
 Planning Division
 4900 Village Commons
 Matteson, IL 60443
 (708) 283-4940

APPLICATION FOR SPECIAL USE PERMIT

The Village of Matteson defines uses within each zoning district as permitted (by right) uses or special uses. A special use by nature of its size, traffic generation, or other safety concerns, infrequent occurrences, or other characteristics, may have an unusual impact on neighboring property, on public facilities, or on the overall development of the community. Though these uses may be desirable or necessary for the welfare of the community and are not inherently incompatible with the uses permitted in certain zoning districts, they may be incompatible if allowed at certain locations within such zoning districts or if allowed without conditions or restrictions.

Special Use Permit Review Fees

The Special Use Permit application fees are as follows. Contact the Planning Division with any questions concerning this fees schedule.

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|--|--|
| Special Use (or Amendment to Special Use Permit) | 0-5 acres: \$ 750 6-10 acres \$1,200 11-50 acres: \$2,250 51-100 acres: \$3,000 >100 acres: \$3,000 plus \$20 per add'l acre over 100 More than 3 reviews : \$500 per add'l review |
|--|--|

Additional Fees - Additional fees will apply for Special Use Permit application requests that also necessitate review of any of the following plans. Contact the Planning Division with any questions concerning the fees schedule.

| | |
|--|--|
| Site Plan Review (based on size of parcel) | 0-10 acres: \$ 500 11-40 acres \$1,000 > 40 acres: \$1,800 |
| Landscape Plan Review (based on size of parcel) | More than 3 reviews of individual plans: \$100 per add'l review |
| Building Elevation Plan Review | \$500 |
| Signage Plan Review | More than 3 reviews of individual plans: \$100 per add'l review |
| All four (4) Plan Reviews | Total of all individual plan review fees less \$500 |

Submittal Requirements

An applicant shall refer to Plan Review Checklist for required plan information, as well as the Village's Zoning Ordinance, and Design and Development Guidelines when preparing the plans for submission.

NOTE: The submittal requirements are the minimum requirements for processing a Special Use Permit request, and that, from time to time, Staff, the Plan Commission or Village Board may require such other information that it deems necessary to determine if the proposed Special Use Permit addresses the established standards and meets the requirements of the zoning ordinance and/or subdivision regulations.

Complete Application Submittals: All documentation and plans required at the time of application need to be submitted together. Piecemeal submittals cannot be processed and will not be accepted.

Last updated: September 21, 2010

I. APPLICATION INFORMATION

Date Filed: _____

Name of Applicant: _____

Contact Information:

Address of Applicant: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Property Interest of Applicant: _____

(Owner, Contract Purchaser, Owner Representative)

Name of Owner: _____

Contact Information:

Address of Owner: _____

Business Phone: _____ **Fax:** _____

Cell/Home Phone: _____ **Email:** _____

Address and Legal Description of Property: _____

Permanent Index Number(s). (PIN): _____

Zoning: _____

Lot Dimensions: _____ **Lot Area:** _____

Present Use: _____

Requested Action/Use:

Narrative Statement evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect of traffic, and the relationship of the proposed use to the Comprehensive Plan, and how it fulfills the requirements of Section 159.60(C)6b of the Zoning Code: _____

Describe How the Special Use:

1. Will be harmonious with and in accordance with the general objectives, or within a specific objective of the Comprehensive Plan and/or this Zoning Code: _____

2. Will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area: _____

3. Will not be hazardous or disturbing to existing or future neighborhood uses: _____

4. Will be served adequately by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services: _____

5. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village: _____

6. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the

general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors: _____

7. Will have vehicular approaches to the property, which shall be so designed as not to create an undue interference with traffic on surrounding public streets or roads:

8. Will not increase the potential for flood damage to adjacent property or require additional public expense for flood protection, rescue or relief: _____

9. Will not result in destruction, loss or damage of natural, scenic or historic features of major importance to the community: _____

Estimated Date to Begin New Use/Construction: _____
(include a phasing schedule, if applicable)

II. CERTIFICATIONS AND UNDERSTANDINGS:

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to the entry in or upon the premises described in this application by any authorized official of the Village of Matteson for the purpose of inspection.

I (We) consent to pay the Village of Matteson all costs incurred for transcribing the public hearing on this application.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of transcribing fees.

Signature of Applicant

Date

III. AFFIDAVIT OF AUTHORIZATION

I, _____ owner of the property described
as _____

verify that _____
is duly authorized to apply and represent my interests before the Matteson Plan Commission,
Zoning Board of Appeals and/or Village Board of Trustees. Owner acknowledges that any
notice given applicant is actual notice to owner.

PROPERTY OWNER

NOTARY

OWNERSHIP BY LAND TRUST, if applicable

Date: _____

Address: _____

Legal Description: _____

TRUSTEE: _____ TRUST NO. _____

Address: _____

LIST ALL BENEFICIARIES:

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

OWNERSHIP BY A CORPORATION, if applicable

Date: _____

Address: _____

Legal Description: _____

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

Name: _____ Address: _____ % _____

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Name: _____ Address: _____ % _____

EXHIBIT "A"

**ENGINEERING PLAN REVIEW &
CONSTRUCTION OBSERVATION FEE SCHEDULE**

| ENGINEERING PLAN REVIEW & CONSTRUCTION OBSERVATION FEES SCHEDULE | |
|--|--------------|
| <u>Filing Fees</u> | |
| The following non-refundable filing fee shall be collected from the applicant at time of preliminary engineering plan review, whether for new construction, redevelopment or remodeling. | |
| 0 to < 3 acres | \$ 1,330.00 |
| 3 to < 10 acres | \$ 3,325.00 |
| 10 to 35 acres | \$ 6,650.00 |
| 35 to 50 acres | \$ 10,640.00 |
| 50+acres | \$ 19,950.00 |
| The filing fee amount shall be deducted from the required at the time of recording the subdivision plat or issuance of a building permit, whichever occurs first. | |
| <u>Plan Review Fees</u> | |
| At the time of application for approval of the final engineering site improvement plans, the developer shall pay a fee sufficient to compensate the Village Engineer and/or his/his designee for examination of the final engineering plans and all supporting documents. | |
| In cases where engineering review costs exceed the amount collected, the Village will invoice directly for the additional amount. (See Fee Schedule below.) | |
| 0 to < 3 acres | \$ 2,500.00 |
| 3 to < 10 acres | \$ 5,000.00 |
| 10 to <35 acres | \$ 7,500.00 |
| 35 to <50 acres | \$ 12,000.00 |
| 50+acres | \$ 25,000.00 |
| <u>Construction Observation Fees</u> | |
| All improvements approved by the Village Engineer and/or his/her designee shall be observed during the course of construction by the Village Engineer and/or his/her designee. As compensation for such observation, the developer shall pay an observation fee. Observation fees shall be in addition to the Plan Review Fee. (See Fee Schedule below.) | |
| 0 to <3 acres | \$ 3,500.00 |
| 3 to <10 acres | \$ 5,500.00 |
| 10 to <35 acres | \$ 8,000.00 |
| 35 to <50 acres | \$ 13,000.00 |
| 50+acres | \$ 30,000.00 |