



Village of Franklin Park  
9500 W Belmont Avenue  
Department of Community Development and Zoning  
(847) 671-8276

## Conditional Use Application Packet Requirements

### **Please Note**

An incomplete application packet submitted to the Village of Franklin Park **WILL NOT** be accepted and **WILL NOT** initiate the application process. Only a complete packet that fulfills **ALL** the requirements listed below **WILL** be accepted and **WILL** officially initiate the application process.

### **Application Packet**

Conditional use cannot be properly classified as a permitted use in a particular Zoning District or Districts. Due to this, the potential impact of such use upon neighboring land and the public need for the particular use must be taken into consideration through the conditional use application. Please ensure that your application provides enough clear information about the project as possible so that a decision can be made in regards to the conditional use. The application includes the two (2) attached forms and additional supplementary material which should be submitted to the Department of Community Development and Zoning. The application must include one (1) copy of each of the following documents:

- A. Application for Conditional Use**  
The required application form (form A) is attached.
- B. Petition for Zoning Relief**  
The required petition form (form B) is attached. This is a standard application form to be notarized.
- C. Summary of Intended Use**  
The summary of intended should be typed and provides a detailed description of the intended use.
- D. Addresses**  
The addresses of all properties within 250 feet of the property in question must be provided. This is a service that Leyden Township provides for free. In order to properly complete this section please contact the Leyden Township Assessors office at 2501 N Mannheim Road Franklin Park, IL or (847) 455-8616 x5183.

**E. Current Plat of Survey**

The plat of survey should include appropriate legal description and be no less than one (1) year old from the date of the conditional use application.

**F. Site Plan**

The site plan should be scaled based upon the plat of survey and show:

- a. Subject property
- b. Present zoning-and zoning of adjacent properties
- c. Proposed conditional use
- d. Existing structures and their specific locations
- e. Proposed structures including the setbacks, heights, materials, and spacing between structures (if any)
- f. Existing and proposed signs and lighting
- g. Proposed utilities (water-sewers), public or private and their location (if any)

**G. Proposed Off-Street Parking Plan**

The proposed off street parking plan should be scaled based upon the plat of survey and show the number of onsite parking spots and their locations. This plan can be incorporated into the site plan, but **MUST** be included in the application.

**H. Proof of Ownership**

If the applicant is the owner please provide a copy of the deed. If the applicant is purchasing the parcel please provide a purchase agreement. If the applicant is a lessee please provide a copy of the lease and a letter of authorization from the owner.

**I. Letter of Notification**

This letter will act as notification to the adjoining property owners (whose addresses are included in the application for conditional use) about the request for conditional use. An example format for the letter is provided below, where everything underlined and italicized should be replaced with the proper information regarding the conditional use application.

Dear Property Owner,

In accordance with the Village of Franklin Park Zoning Code, *name of petitioner/business* is notifying you as a neighboring property owner that the Village of Franklin Park will be holding a Public Hearing. The meeting regards *name of petitioner/business* petition for a conditional use of *conditional use being applied for (see zoning code for conditional use options)*, is as follows:

On: Wednesday *date at time, 20XX*

At: Village of Franklin Park  
9451 W. Belmont Avenue  
Franklin Park, IL 60131

*Name of Organization/individual* is requesting the conditional use to *description of desired conditional use.*

Sincerely,

*Petitioner/business owner*

**J. Payment**

Payment of the appropriate fee is due when the application is filed and based on the approved conditional use fee schedule which is as follow as per Village Code Section 11-1-5:

Conditional Use	\$500
Continuance of hearing fee, if continuance is requested by applicant	½ of above, \$250
The above fees are on a per application basis and all fees are non-refundable upon submission of an application	
Applicant is responsible for payment of all postage charges*	
Applicant is responsible for payment of all publication of notice charges*	

Checks to be payable to: Village of Franklin Park

\*Village staff will invoice applicant

**K. Occupancy/Business License Application**

Available online or at Village Hall.

**L. Standards for Conditional Use**

Responses that address the following standards in regards to the proposed conditional use:

- (A) NON-DETRIMENT TO THE PUBLIC: How will the establishment, maintenance, or operation of the conditional use affect public health, safety, morals, comfort or general welfare?
- (B) NON-INJURY TO OTHER USES OR VALUES: How will the conditional use impact properties in the immediate area?
- (C) NON-IMPEDIMENT TO DEVELOPMENT: Will the use impede the normal/orderly development/improvement of surrounding properties?
- (D) NON-IMPACT OF ARCHITECTURAL APPEAL ON VALUES: Will the conditional use cause a substantial depreciation in the property values within the neighborhood?
- (E) SUFFICIENCY OF IMPROVEMENTS: Are adequate utilities, access roads, drainage, and/or other necessary facilities provided?
- (F) TRAFFIC CONGESTION: Have adequate measures been taken to provide ingress/egress design to minimize traffic congestion in public streets?
- (G) CONFORMITY TO REGULATIONS: Does the use conform to the applicable land use regulations of the district in which it is located and does it violate any other applicable law, ordinance or regulation?

**Approval Process**

Once the fully completed application is submitted to the Community Development and Zoning Department the approval process can begin. The process is as follows:

**1. Notice of Hearing**

In order to provide proper public notice information regarding the hearing a sign must be posted on the site regarding the case. This notice must be posted by the applicant for AT LEAST fifteen (15) days before the public hearing. (The information on the sign is the same as the letter of notification.) The posted notice must be facing the main road that the property is located on

and must be legible from the roadway. Posted notices will be removed by the applicant within fifteen (15) days after the public hearing has been held.

## **2. Public Meeting and Presentation**

The Zoning Board of Appeals meetings are held on the 1<sup>st</sup> Wednesday of the month (subject to change) at 9451 W Belmont in the Community Room at 7:00 pm. The applicant and property owner must attend the public hearing and present their request for a Conditional Use as well as answer any and all questions pertaining to the request. The property owner and applicant must be at **ALL** hearings. If the owner cannot be present, a power of attorney must be appointed and present at the hearing. This agent will have the ability to make finalized legal and financial decisions on behalf of the grantor (property owner). If the applicant or property owner requests a continuation of hearing an additional fee of \$250 will be charged.

## **3. Recommendations**

After the presentation, a vote to recommend the subject case will be made by the Zoning Board of Appeals. All findings will be moved to the Village Board of Trustees within 30-60 days for the final decision.

## **4. Final Decision**

Assuming no problems with the conditional use, all recommendations are referred to the Village Board who determines the final decision and action.

**NOTE: Please allow approximately ninety (90) days from date of filing the complete application and payment for a finalized signed ordinance.**

## Form A

### Village of Franklin Park Application for Conditional Use

<b>Contact Information</b>		
<i>Primary Contact Name</i>	<i>Primary Contact Phone</i>	<i>Primary Contact Email</i>
<b>Included:</b>		
<ul style="list-style-type: none"> <li><input type="checkbox"/> A. Application for Conditional Use (Form A)</li> <li><input type="checkbox"/> B. Petition for Zoning Relief, Notarized (Form B)</li> <li><input type="checkbox"/> C. Summary of Intended Use</li> <li><input type="checkbox"/> D. Addresses</li> <li><input type="checkbox"/> E. Current Plat</li> <li><input type="checkbox"/> F. Site Plan</li> <li><input type="checkbox"/> G. On-Site Parking Plan</li> <li><input type="checkbox"/> H. Proof of Ownership</li> <li><input type="checkbox"/> I. Letter of Notification</li> <li><input type="checkbox"/> J. Payment</li> <li><input type="checkbox"/> K. Occupancy Application</li> <li><input type="checkbox"/> L. Standards for Conditional Use</li> </ul>		
<b>Property Information</b>		
<i>Petitioner's Name</i>		
<i>Property Address</i>		
<i>Property Interest of Petitioner</i>		
<i>Owner of Property</i>	<i>Owner of Property Phone</i>	
<i>Permanent Index Number (Tax Number or P.I.N)</i>	<i>Current Zoning</i>	
<b>Conditional Use per Village Code. See staff for assistance (attach additional pages if necessary)</b>		
Per Section		Of Village Code

**Form B**  
**Village of Franklin Park Petition for Zoning Relief**

Date of Hearing \_\_\_\_\_

Hearing Number \_\_\_\_\_

To the Franklin Park Zoning Board of Appeals  
9451 West Belmont Avenue  
Franklin Park, Illinois 60131

**APPLICATION IS HEAREBY MADE FOR: (Please cite specific sections of the Zoning Ordinance. Attach Additional sheets if necessary.)**

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**ON PROPERTY HEREINAFTER LEGALLY DESCRIBED:**

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**(PLEASE ATTACH LEGAL DESCRIPTION)**

**P.I.N.** 12- - - -0000

**Commonly known by the street address of:** \_\_\_\_\_

**By:**

\_\_\_\_\_  
*Owner/Agent*

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Property Owner or Person Having Possessory Interest*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*City, State Zip*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Telephone*

\_\_\_\_\_  
*Email*

I, \_\_\_\_\_, do hereby certify or affirm that the owner/person(s) holds possessory interest in the above described property make application as such

\_\_\_\_\_  
*Signature*

**SUBSCRIBED AND SWORN TO ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.**

\_\_\_\_\_  
*Notary Public*