



Village of Franklin Park
9500 W. Belmont Avenue
Department of Community Development & Zoning
(847) 671-8300

APPLICANT REQUIREMENTS PETITION FOR CONDITIONAL USE

PLEASE NOTE: An incomplete application packet submitted to the Zoning Department **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.

I. Application

- a. Present zoning and proposed Conditional Use application. The application needs to be signed and notarized.
- b. Current plat of survey (at least 17x11" in size), and appropriate legal description. Fifteen (15) copies required. The plat of survey must be less than (1) year old from the date of zoning relief application and must be stamped by a licensed surveyor.
- c. Site Plan should be presented if necessary to show:
 - (1) Subject property.
 - (2) Present zoning-and zoning of adjacent properties.
 - (3) Proposed Conditional Use.
 - (4) Existing structures; specific locations.
 - (5) Proposed structures, including: setbacks, heights, materials, spacing between structures.
 - (6) Proposed off street parking.
 - (7) Existing and proposed signs, lighting.
 - (8) Proposed utilities (water-sewers), public, private, location.
 - (9) Identification of uses taking place within the facility.
- d. Ownership in fee, including full disclosure of beneficial interest in land trust—and letter of authorization to present fee owner in the application. If the property is being purchased, a copy of the contract needs to be supplied with a letter from the current owner indicating that the parties are in the process of executing a purchase agreement, contingent on zoning approval.
- e. Reply to Standards of Conditional Use (Sheet Attached)

- f. Detailed summary of intended use. Please explain your business operations and intents with the property.
- g. Letters of notification to the adjoining property owners. (“Dear Neighbors” letter)
- h. Addresses of adjacent property owners (within 250 feet of subject property). This item can be acquired from Leyden Township, located at 2501 Mannheim Road.
- i. Payment of the appropriate fee (based on approved fee schedule) when application is filed.

Petition- standard application form must be completed and returned to the Zoning Department. Applications will need a review by the Zoning Department staff and Legal Department staff prior to publication in The Pioneer Press or Chicago Sun Times.

Fifteen copies of everything needs to be supplied for the final submittal. Please do not submit final copies until staff has reviewed preliminary documents.

II. Public Hearing – Presentation

Meetings are held on the 1st Wednesday of the month at 9451 W Belmont in the Community Room at 7:00 p.m.

- a. Petitioner, his attorney or agent must attend the public hearing and present testimony.
- b. All witnesses giving testimony relative to facts in the case being heard shall be asked to sign in and will be sworn in.
- c. All petitioners’ exhibits will be marked and retained by the Planning/Zoning Board of Appeals.
- d. All questions arising from the general public shall be directed to the Hearing Chairman.

III. Recommendations

Recommendations may be made at this or the next regular meeting of the Planning/Zoning Boards of Appeals.

IV. Decisions

Assuming no problems, all matters are referred to the Village Board for final action as expeditiously as possible after the Planning/Zoning Board of Appeals makes the recommendation.

NOTE: Allow approximately 90 (ninety) days from date of filing complete application and payment for hearing to completion of process in the form of signed ordinance.

STANDARDS FOR CONDITIONAL USE AS ESTABLISHED BY ORDINANCE

You are responsible for addressing each of the following standards in the course of the hearing.

- (A) **NON-DETRIMENT TO PUBLIC**
That the establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;
- (B) **NON-INJURY TO OTHER USES OR VALUES**
That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;
- (C) **NON-IMPEDIMENT TO DEVELOPMENT**
That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
- (D) **NON-IMPACT OF ARCHITRCTURAL APPEAL ON VALUES**
That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood;
- (E) **SUFFICIENCY OF IMPROVEMENTS**
That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;
- (F) **TRAFFIC CONGESTION**
That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
- (G) **CONFORMITY TO REGULATIONS**
That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulation may, in each instance, be modified by the board of trustees pursuant to the recommendation of the zoning board.

VILLAGE OF FRANKLIN PARK APPLICATION FOR ZONING RELIEF

DATE OF HEARING _____ HEARING NUMBER _____

TO THE FRANKLIN PARK ZONING BOARD OF APPEALS
9500 WEST BELMONT AVENUE
FRANKLIN PARK, ILLINOIS 60131

APPLICATION IS HEREBY MADE FOR: (Please cite specific sections of the Zoning Ordinance. Use additional sheets if necessary.)

ON PROPERTY HEREINAFTER LEGALLY DESCRIBED:

(PLEASE ATTACH LEGAL DESCRIPTION)

P.I.N # 12- - - -0000

and 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 describe property make application as such.

SIGNATURE

SUBSCRIBED AND SWORN TO ME ON THIS _____ DAY OF _____ 20_____.

NOTARY PUBLIC