

The City Of Lake Forest
ZONING BOARD OF APPEALS
SPECIAL USE PERMIT APPLICATION CHECKLIST
CHANGE OR EXPANSION –EXISTING DEVELOPMENT



The following information must be submitted to the Community Development Department in accordance with the published schedule for submittals to allow adequate time for the publication of legal notice as required by State Statutes, notification to surrounding residents, staff review, and the preparation of the staff recommendation.

_____ **Checklist.** Complete and submit this checklist with the application.

_____ **Pre-development Conference.** A meeting with City staff to review your request is recommended prior to preparing all applications.

_____ **Special Use Permit Application Fee.** \$655.00

_____ **Application Form.** Complete the application form included in this packet. This form must be signed by the legal owner of record.

_____ **Property Survey of Existing Conditions.** Show all property lines, easements, conservation areas, tree preservation areas, existing buildings and setbacks.

_____ **Title Report.** Current ownership of the property is verified by the submittal of this document.

_____ **Legal Description.** Typed on an 8 ½ x 11 sheet of paper, ready for publication.

_____ **Statement of Intent.** Explain the proposed use, the impacts on the site and on neighboring properties, and the alternatives that were considered before the proposed approach was chosen. The statement should explain how the project satisfies the criteria for a Special Use Permit. A list of the criteria is included in the application packet.

If one or more variances are requested in conjunction with the Special Use Permit, an explanation of how the variances satisfy the criteria should be provided.

_____ **Traffic Study.** The study should compare existing trips generated by the site with anticipated trips resulting from the proposed use. Existing and proposed parking spaces should also be detailed along with expected parking demand and peak demand times.

If this project includes new construction or changes to the existing building or site conditions, the following must also be submitted.

_____ **Site Plan to Scale.** Show all existing and proposed improvements including all proposed utility line locations and landscape screening. Show all dimensions to property lines for required and proposed setbacks.

_____ **Grading and Drainage Plan.** Indicate proposed and existing grades. Grades extending a minimum of 50' beyond the property lines must be shown.

SPECIAL USE PERMIT CHECKLIST - - CONTINUED

_____ **Demolition Plan.** Show all structures, hardscape, and utilities proposed for removal or disconnection.

_____ **Tree Survey.** Indicate the location, species, size and condition of all trees in the area that will be impacted by the proposed construction including the building foot print, over dig areas, utility lines, and construction access and staging areas. Please refer to the City's Tree Preservation and Landscape Ordinance for additional information.

_____ **Floor Plans and Elevations to Scale.** Show the existing conditions and proposed additions and alterations.

_____ **Landscape, Signage and Lighting Plans.** Conceptual plans are required to illustrate the scope of work proposed and to assess impacts on surrounding developments. Approval of these plans by the Building Review Board or Historic Preservation Commission may be required prior to action on the Special Use Permit.

_____ **Staking.** At least 2 weeks prior to the meeting, the property must be staked to show the location of any proposed new structures, building additions, or hardscape. If the property is not staked, the petition may be continued to the next Board meeting.

_____ **Other Information.** Include photographs, drawings, models, renderings and streetscape graphics to assist the Board in making a decision. These materials may be required by staff. Mount graphic materials on 8-1/2" x 11" sheets and clearly label each sheet.

GENERAL INFORMATION
SPECIAL USE PERMITS – ZONING BOARD OF APPEALS

The Zoning Board of Appeals is made up of seven members appointed by the Mayor with the approval of the City Council. The Board hears requests for Special Use Permits for expansion of existing uses. The Board's regularly scheduled meeting is on the ***fourth Monday of each month at 6:30 p.m.*** at the Lake Forest City Hall. Information on upcoming agenda items is available from the Community Development Department and on the City's Web Page: cityoflakeforest.com.

APPLICATION REQUIREMENTS FOR SPECIAL USE PERMITS

The application requirements, as detailed on the application checklist should be submitted in the following formats.

- ***Ten (10) sets of drawings reduced to an 11x17 format***
- ***One set of drawings reduced to an 8 ½ x11 format***
- ***One set of full size drawings at ¼ inch scale***

The 10 sets of 11x17 drawings should include copies of all the plans and drawings listed on the Special Use Permit Application Checklist. Site plans, surveys, and elevations should be submitted in an 8 ½ x 11 format. Floor plans do not need to be submitted in the 8 ½ x 11 format. To ensure that all drawings submitted in the reduced formats are legible, please submit one elevation per page. All elevations should be dimensioned and should clearly identify the proposed exterior materials. In addition to the above requirements, **10 copies** of any materials submitted in color should be included in your application packet to allow distribution of these materials to members of the

PUBLIC NOTICE REQUIREMENTS

After an application for a Special Use Permit is submitted, and at least 15 days prior to the public hearing, notice of the request shall be published in a local newspaper. In order to comply with the notice requirements which are set forth by State Statute, complete applications must be submitted by the published cutoff date.

Petitioner's Responsibility: Prior to the public hearing, the petitioner is required to send notice by Certified mail, Return Receipt Requested of the Special Use Permit request at least ten (10) days before the date of the meeting, to the owners of all parcels of land three ownerships deep, but not to exceed 1,320 feet from the perimeter of the property for which the Special Use Permit is requested. Legal ownership is based on information on file in the appropriate Township Assessor's office of Lake County.

The notice must include the following information:

1. The location of the property and an explanation of the request.
2. The name of the property owner and developer.
3. The date, time, and place of the hearing.
4. A notation that the petition on file may be examined in the Community Development Department at the Lake Forest Municipal Services Building at 110 E. Laurel Avenue, Lake Forest.

An "Affidavit of Notice" (included in this packet) verifying that the above requirements have been satisfied, must be submitted to the City at least 5 days prior to the scheduled hearing. The information must include the names and addresses of property owners to whom notice was sent by "Certified Mail, Return Receipt Requested".

If the matter is continued by the Zoning Board of Appeals, the City may require and it shall be the responsibility of the petitioner, to re-notify by "Certified Mail, Return Receipt Requested" and to submit a new affidavit for each continued date as was required prior to the first hearing.

A site plan showing the proposed change will be included with the notice. Petitioners are encouraged to share development plans with neighboring property owners in the early stages of a project.

The Board may recommend approval of a Special Use Permit if the following criteria are satisfied:

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.
2. The special 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.
3. The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
4. The exterior architectural appearance and functional plan of any proposed structure will not be incompatible with either the exterior architectural appearance and functional plan of structures already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district so as to cause a substantial depreciation in the property values within the neighborhood.
5. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
6. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
7. The special use shall conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the City Council.

AT THE HEARING

At the Zoning Board of Appeals' hearing:

1. An owner of the property ***must be*** present. An owner can be the title holder, a joint tenant, an owner of a beneficial interest in a land trust, a general partner, or an officer of a Corporation.
2. Any attorney, architect, contractor, realtor, or other representative who will be providing testimony on behalf of the petitioner must appear on the application form.
3. At the meeting, the petitioner and all representatives will have a total of 20 minutes to make a presentation to the Board. An overhead projector, power point projector, and an easel will be available.

All members of the Zoning Board of Appeals visit the site prior to the meeting. The Board's packet will include copies of information submitted by the petitioner and a staff recommendation. The presentation should briefly describe the project and provide additional information beyond that in the packet that may be helpful to the Board in making a decision on the request. Such additional information may include:

- Slides of the property and neighborhood.
- Letters from neighbors indicating that they understand and support the request.

After the petitioner's testimony, a staff report and recommendation will be presented. The Board will have an opportunity to ask questions of the applicant or staff. The Board will open to the public hearing. Comments from anyone in the audience wishing to speak for or against the request will be welcome. At the conclusion of the questioning and public testimony, the Board will deliberate and then vote on the request. The Board can continue a petition to a later meeting if it is determined that more information is needed.

SPECIAL USE PERMIT PROCESS

Following the hearing, the Board's recommendation is forwarded to the City Council. Please contact the Community Development Department for the date of that meeting.

If the Zoning Board of Appeals recommends approval of the Special Use Permit request to the City Council, and the City Council concurs with their recommendation, an ordinance is enacted granting the Special Use Permit. The ordinance requires two readings before the City Council. Although both readings may take place in one Council meeting, this is not always possible depending on the nature of the request. The ordinance is effective upon final approval by the City Council. The process normally takes 90 to 120 days to complete.

BUILDING PERMITS

After final approval by the City Council, and approval by the Building Review Board or Historic Preservation Commission if appropriate, the property owner must apply for a Building Permit at the Community Development Department, located at the Municipal Services Building, 110 East Laurel. Any specific conditions of approval must be satisfied as part of the building permit process.



**The City Of Lake Forest
ZONING BOARD OF APPEALS**

Application for Special Use Permit - - Existing Development

PROPERTY ADDRESS _____ **ZONING DISTRICT** _____

EXISTING USE _____

PROPOSED USE _____

EXPANSION OF EXISTING USE YES NO

VARIANCE REQUIRED YES NO

APPLICANT _____ **PROPERTY OWNER** (if different from applicant)

Name _____ Name _____

Address _____ Address _____

Phone _____ Phone _____

Relationship to Property _____
(Owner/Attorney/Representative)

BENEFICIAL INTERESTS Corporation _____ (see exhibit A)
Partnership _____ (see exhibit B)
Trust, land or other _____ (see exhibit C)

I have read the complete application packet and understand the Special Use Permit process and criteria. I understand that this matter will be scheduled for a public hearing when a determination has been made that my application is complete.

SIGNATURES

_____	_____
Owner	Date
_____	_____
Owner	Date
_____	_____
Applicant	Date

APPLICANT'S REPRESENTATIVES

ARCHITECT _____

FIRM _____

ADDRESS _____

PHONE _____

ENGINEER _____

FIRM _____

ADDRESS _____

PHONE _____

SURVEYOR _____

FIRM _____

ADDRESS _____

PHONE _____

ARBORIST _____

FIRM _____

ADDRESS _____

PHONE _____

ATTORNEY _____

FIRM _____

ADDRESS _____

PHONE _____

BUILDER _____

FIRM _____

ADDRESS _____

PHONE _____

LANDSCAPE ARCH. _____

FIRM _____

ADDRESS _____

PHONE _____

OTHER _____

FIRM _____

ADDRESS _____

PHONE _____

EXHIBIT "A"

CORPORATE OWNERSHIP

Please list the names and addresses of all officers and directors of the Corporation and all shareholders who own individually or beneficially 5% or more of the outstanding stock of the corporation. In addition, this application must be accompanied by a resolution of the Corporation authorizing the execution and submittal of this application.

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
_____	_____
OWNERSHIP PERCENTAGE _____ %	OWNERSHIP PERCENTAGE _____ %
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
_____	_____
OWNERSHIP PERCENTAGE _____ %	OWNERSHIP PERCENTAGE _____ %
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
_____	_____
OWNERSHIP PERCENTAGE _____ %	OWNERSHIP PERCENTAGE _____ %
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
_____	_____
OWNERSHIP PERCENTAGE _____ %	OWNERSHIP PERCENTAGE _____ %

EXHIBIT "B"

PARTNERSHIP OWNERSHIP

Please list all partners, general and/or limited, with an individual or beneficial interest of 5% or greater.

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

NAME _____
ADDRESS _____

OWNERSHIP PERCENTAGE _____ %

EXHIBIT "C"

TRUST OWNERSHIP

Please list the Trust number and name and address of the Trustee, as well as the names and addresses of all beneficiaries of the Trust, together with their respective interests in the Trust. The application shall be further verified by the applicant in his capacity as Trustee or by the beneficiary as a beneficial owner of an interest in the Trust and the application shall be signed individually by as many beneficiaries as are necessary to constitute greater than 50% ownership of the beneficial interest of the trust.

TRUST NUMBER _____

TRUSTEE INFORMATION

NAME _____

FIRM _____

ADDRESS _____

PHONE _____

BENEFICIARIES

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

NAME _____

ADDRESS _____

TRUST INTEREST _____ %

THE CITY OF LAKE FOREST

SPECIAL USE PERMITS

NOTIFICATION TO NEIGHBORING RESIDENTS AND PROPERTY OWNERS

Notice of each "Application for Zoning Board of Appeals Consideration of a Special Use Permit" shall be given by the petitioner by "Certified Mail, Return Receipt Requested," at least ten (10) days before the date of the meeting to the owners of all parcels of land to a depth of three ownerships, but not to exceed 1,320 feet from the perimeter of the property being considered; provided, however, that nothing herein shall require a petitioner to give notice to owners of land outside of the Lake Forest city limits.

For the purpose of determining names and addresses of legal title owners, unless otherwise known to the petitioner, records in the bound volumes of the most recent real estate tax assessment records, as they appear in the offices of the various township assessors of Lake County, shall be deemed to be the true names and addresses of persons entitled to notice.

The notice must include the following information:

1. An explanation of the request as well as the general location by address or other identifiable geographic characteristics of the subject property;
2. The name of the petitioner and/or the developer;
3. The time and place the petition has been set for hearing;
4. That the petition on file may be examined in the office of the Director of Community Development at the Lake Forest Municipal Services Building at 110 East Laurel Avenue, Lake Forest; and

The petitioner or his representative shall furnish evidence of compliance with the above notice requirements by filing an "Affidavit of Notice" with the City within 5 days prior to the scheduled hearing, listing the names and addresses of property owners to whom notice was sent by "Certified Mail, Return Receipt Requested". If the matter is continued by the Zoning Board of Appeals, the City may require and it shall be the responsibility of the petitioner, to re-notify by "Certified Mail, Return Receipt Requested" and to submit a new affidavit for each continued date as was required prior to the first hearing.

The petitioner shall have the sole responsibility for complying with the notification procedures.

AFFIDAVIT OF NOTICE FOR SPECIAL USE PERMITS

I, _____, do certify that Notice of Application for Zoning Board of Appeals consideration, as required by the Lake Forest Zoning Board of Appeals, has been sent by "Certified Mail, Return Receipt Requested" to the following property owners:

NAME	ADDRESS
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Attached to this affidavit is a copy of the notice sent to the above property owners.

Signature of Applicant or Applicant's Attorney

ACKNOWLEDGMENT FOR INDIVIDUALS

STATE OF ILLINOIS)
)SS
County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 20___. Given under my hand and Notarial Seal this ____ day of _____, 20___. My Commission expires _____.

Notary Public