



APPLICATION FOR MAP AMENDMENT - SPECIAL USE PERMIT - VARIANCE

Will County Land Use Department • Development Review Division
58 E. Clinton St., Suite 100 • Joliet, Illinois 60432
Telephone (815) 740-8140 • Facsimile (815) 774-3386
<http://www.willcountvillinois.com/County-Offices/Economic-Development/Land-Use>

PART A – APPLICANT INFORMATION

Owner Information			
Full Name			
Owner Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agent Information (if different from above)			
Full Name	<i>Last:</i>	<i>First:</i>	
Agent Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			
Attorney Information			
Full Name	<i>Last:</i>	<i>First:</i>	
Attorney Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Contact Information	<i>Phone:</i>	<i>Email:</i>	
Agency/Firm Name			

PART B – EXISTING PROPERTY INFORMATION

Existing Property Information			
PIN(s)			
Parcel Size			
Township		Section	
Property Address	<i>Number & Street:</i>		
	<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>
Current Zoning			Current Land Use
Water Supply	Public	Well	Sanitary System
			Sewer Septic

PART C – GENERAL CASE INFORMATION

General Case Information

Zoning request(s) (consult with staff prior to submitting):

Purpose of request:

Is the purpose of this application to address an ordinance or code violation? YES NO

If yes, what is the violation?

If the application is associated with a planned unit development preliminary plat, has the preliminary plat application been filed with the Development Review Division? YES NO

If your application is for a special use permit(s), is your intent to have the permit(s) transferrable to subsequent owners of the subject property? YES NO

Legal description from plat of survey (insert below, use additional sheets as necessary)

PART D - SIGNATURE AND NOTARIZATION

I consent that all above statements and the statements contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

I consent to the entry in or upon the premises described in this application by any authorized official of the County of Will for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, or removing such notices as may be required by law, or for the purpose of inspecting the premises and uses thereon for compliance with the terms and conditions of any special use permit approval issued as a result of this application.

I have read and am familiar with the recommendations of the Will County Land Resource Management Plan; and have read Article 155-16 of the Will County Zoning Ordinance and am familiar with each of the criteria for a map amendment, special use permit and/or variance and understand that each applicable criteria must be met for approval of the petition.

I have read Article 155-16 of the Will County Zoning Ordinance and understand that no granting of a variation or special use permit shall be valid for a period not to exceed one (1) year from the date of such order unless a building permit has been issued, a certificate of occupancy has been issued or the special use permit has been lawfully established.

I understand that I am required, at least fifteen (15) days and not more than thirty (30) days prior to the public hearing, to post required signage, notify all owners of property abutting to the property in question via certified mail with return receipt.

I understand that application fees shall not be refunded or waived, except as may be determined on a case-by-case basis, by the Will County Board, or as determined by the Will County Land Use Department if fees are erroneously paid or collected

Name (identify owner/agent/attorney)

Signature

Date

SUBSCRIBED AND SWORN TO BEFORE ME

this _____ day of _____, 20_____.

Notary Public

Complete for applications related to industrial / commercial uses only

What is the current or previous use on the property?

What is the proposed intended use of the property?

If the proposed use is currently in operation at another location, what is that location's address?

Business website? _____

What are the days and hours of operation? _____

Will there be employees? Yes No

If yes, how many? _____

Is there any proposed construction or alteration of existing buildings? Yes No

If yes, explain: _____

Is there any proposed grading or fill? Yes No

If yes, explain: _____

Will the intended use be open to the public? Yes No

If yes, estimated average number of customers per day _____

Will the intended use include any outdoor storage of materials, supplies, merchandise, vehicles, equipment, or other similar materials not on display for direct sale, rental or lease to the ultimate customer? Yes No

Will the intended use require new outdoor lighting? Yes No

Will the intended use require a new sign on the property? Yes No

What is the estimated number of average daily vehicle trips the proposal will generate? _____

What is the anticipated noise level of the intended use?

No different than existing conditions

Minimal increase - If checked, explain _____

Significant increase - If checked, explain _____

PART E - APPLICATION SUBMITTAL CHECKLIST AND INSTRUCTIONS

Pre-filing checklist:

- Completed application (pages 1-4)
- Copy of recorded deed
- Electronic copy of legal description (CD ROM or Email), Microsoft Word compatible text format
- Plat of survey (to scale) from a professional land surveyor showing existing structures on paper size not exceeding 11" x 17". Survey must include a scale, north arrow and dimensions of the subject parcel.
- Site plan – the plat of survey is a useful base map. The site plan must be to scale and must include the proposed structure(s), setbacks from all existing and proposed improvements to all property lines, site and land use details and the location of the well and septic system.
- Affidavit of owner's consent (if applicable)
- Disclosure of beneficiaries (if applicable)

Filing checklist:

- Application fee (determined by staff based on the fee schedule available at www.willcountyillinois.com/County-Offices/Economic-Development/Land-Use)
- I understand that application fees shall not be refunded or waived, except as may be determined on a case-by-case basis, by the Will County Board, or as determined by the Will County Land Use Department if fees are erroneously paid or collected.
- Publication deposit check (\$100 payable to the Will County Land Use Department)
- Once the filing fee is submitted and the application is accepted for filing, staff will schedule the public hearing date and conduct agency notification according to the table below. Copies of any written correspondence received by the Department will be emailed to the applicant.

Notification requirements	Zoning request	
	Map amendment / special use permit	Variance
Will County Health Department	X	X
Local road commissioner (State, County, or Township)	X	X
Fire protection district	X	X
Federal Aviation Administration, if applicable	X	X
Will South Cook Soil and Water Conservation District	X	X
Township (Supervisor, Clerk, Plan Commission)	X	
Illinois Department of Natural Resources EcoCAT Report (http://dnr.illinois.gov/ecopublic/) and IDNR reply	X	
Municipalities within 1.5 miles	X	

Applicant will receive an email notification of the public hearing date with instructions for notifying abutting property owners in addition to a list with contact information. Included in the email will be an affidavit of abutting property owner notification and a sample cover letter.

Checklist of items to bring to the public hearing:

- Completed affidavit of abutting property owner notification
- Notification letter sent to the identified abutting property owners
- Certified mail return receipts and date stamped receipt from U.S. Postal Service
- Certification of publication and proof of publication payment
- Email notice of abutting property owner notification requirements

At the conclusion of the public hearing, the applicant will receive a Will County Ordinance if the request is approved (applicable to variance requests only) or the date to appear before the Land Use Development Committee (applicable to special use permit and map amendment requests)