Logan County Zoning Office

529 S McLean Street
Lincoln, Illinois 2656

Phone: 217-732-4773
Email: zoning@logancountyil.gov

APPLICATION FOR SPECIAL USE PERMIT

Case No._____

Owner Name: _____ Applicant Name: _____

Address: _____ Address: _____

_____ _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Location of Property: _____

_____

Legal Description: _____

_____

Parcel Identification Number: ____-____-____-____ Zoning District:_____

A Special Use Permit is requested under Section 3.8-C of the Zoning Ordinance to allow: _____

_____

_____

Facts provided in support of the approval criteria of Section 10.31

No Special use permit shall be recommended by the Board of Appeals or the Planning Commission unless there is a concurring vote of a majority of all members present on findings of fact that:

1. 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 because: _____

_____

_____

_____

2. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted nor substantially diminish property values within the neighborhood because: _____

_____

_____

_____

3. 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 because:_____

_____

_____

_____

4. Adequate utilities, access roads, drainage or necessary facilities have been or will be provided because: _

_____

_____

_____

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets because: _____

_____

_____

_____

APPLICATION PROCEDURE FOR A SPECIAL USE PERMIT

APPLICATION FORM: The attached application must be completed in its entirety. The application must address how each requested Special Use meets the applicable standards contained in the Zoning Ordinance.

APPLICATION FEE: The application fee is to be paid at the time of filing the application. Checks should be made payable to the "Logan County Clerk". This fee is not refundable.

SITE PLAN: The applicant shall provide a plan, drawn to scale, which shows the location and dimensions of all property lines, existing structures, setbacks, location of existing wells and septic systems, and proposed buildings or uses.

PROPERTY OWNER NOTIFICATION: The applicant shall provide a list of all property owners within two hundred (200) feet in areas zoned residential, three hundred (300) feet in areas zoned business or manufacturing, and one-quarter (1/4) mile in areas zoned agricultural or special district. The applicant shall submit the notification information on the attached notification form. Notice will be given at least twenty-five (25) days prior to the hearing.

APPLICATION PROCESS: The review process for a Special Use Permit requires three (3) hearings. The application will first be reviewed by the Planning Commission. The Planning Commission will make a recommendation to the Zoning Board of Appeals. A public hearing will then be held by the Zoning Board of Appeals. The Zoning Board of Appeals will make a recommendation to the County Board. The County Board will make the decision to either approve or deny the requested Special Use Permit.

HEARING SCHEDULE: The Planning Commission generally meets the first Wednesday of the month. The Zoning Board of Appeals generally meets the first Thursday of the month. The County Board's Board of the Whole meeting is held on the Thursday before the Board's Adjourned Meeting held on the third Tuesday of the month.

APPLICATION SUBMITTAL: All applications must be submitted to the Zoning Office at least THIRTY (30) DAYS prior to the Zoning Board meeting at which it will formally be reviewed. This allows time for the required legal notice and property owner notification.

HEARING: The applicant must be present at all public hearings to present the Special Use Permit request and answer any questions the Boards may have.

ZONING BOARD OF APPEALS
NOTIFICATION FORM