



Village of Brookfield  
Planning and Zoning Commission  
Application Packet/Special Use

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Points to keep in mind with your application:

- Please ask the Village staff if you have any questions with your application. An incomplete application will result in delayed processing.
- Your responsibilities do not end after you submit your application – keep in mind that you also must notify your neighbors of your request in writing (see enclosed materials) and present your case to the Planning and Zoning Commission.
- Upon staff review of your application, you may be asked to provide additional information related to traffic, parking, number of employees, noise, hours of operation, or any other issue that may impact surrounding property owners.



## Special Use Permit Process

The special use permit process allows you to request a use that generally has a unique, special, or unusual impact on surrounding properties beyond those uses normally included as permitted within any one zoning district. Approval is based on demonstration of meeting the standards or conditions outlined in Chapter 62, Section 791-818 of the Village Code (Zoning, Special Use Permits and Amendments). The Planning and Zoning Commission conducts the public hearing and makes a recommendation to the Village Board, who has the final authority to grant or deny the request. The special use permit process from start to finish takes approximately 2-3 months, so please plan accordingly.

1. Complete the application and supporting materials. Use the Submittal Checklist, as any incomplete applications can delay the process.
2. Submit the completed application materials with the application fee. You will be assigned a case number and hearing date upon review by Village staff.
3. Provide public notice 15 to 30 days prior to the assigned hearing date. The **applicant** must provide notice to property owners located within 250 feet of the subject property, either by mail or in person. Sample notices are enclosed in the application packet. **Staff** will provide a sign for the property and publish legal notice in the Brookfield Landmark.
4. File the notarized Affidavit of Public Notice at Village Hall prior to the date of the hearing. This certifies that proper notice was given to property owners within 250' of the subject property. The hearing may be continued to a future date if the affidavit is not filed prior to the date of the scheduled hearing.
5. Present your case during the Planning and Zoning Commission hearing. Be prepared to answer any questions about the request from Board members or members of the public.
6. After the Planning and Zoning Commission makes a recommendation to the Village Board, staff will forward the recommendation to the Village Board to be reviewed and discussed at a Committee of the Whole meeting and subsequently voted on at the next Village Board meeting.



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## Submittal Checklist

**15 copies of the following documentation, collated, are due at the time of submittal. 8 ½" x 11" unbound documents are preferred. Any large exhibits may not exceed 24" X 36" and must be folded to 9" x 12" with the title block showing.**

**Due at the time of application:**

- Special Use Permit Application**  
Applications must be complete. If you have questions regarding any part of the application, please contact Village staff at (708) 485-7344. Incomplete applications will be returned.
- Certified and Current Plat of Survey**  
The plat of survey should include the legal description of the site, acreage, dimensions, property lines, lot lines, adjacent road right-of-ways, utilities and easements, and site improvements.
- Proof of Ownership and Trust Disclosure**  
An affidavit of ownership should be completed and notarized, and submitted with a copy of a current tax bill, deed, or other official document showing current ownership.
- Location Map**  
A map should identify the subject property and neighboring properties. Labeling streets and addresses provides additional context for the staff and the Board.
- Site Plan**  
The application should include a site plan drawn to scale, showing the location of all existing and proposed structures on the site, including, but not limited to driveways, loading areas, parking areas, and other development features.
- Application Fee**  
The current application fee for special use permits is \$675 due at the time of submittal. A \$75 deposit will also be collected at the time of application for the sign provided by the Village.

**Due prior to the public hearing:**

- Affidavit of Public Notice to Surrounding Property Owners**  
This affidavit, certifying that the applicant notified property owners within 250 feet of the subject property in writing within 15-30 days of the public hearing, must be filed with the Village of Brookfield prior to the date of the hearing in order to meet public notice requirements.



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Planning and Zoning Commission Application Packet

# Special Use Permit Application

**Applicant Information:**

- 1. Name and Phone Number of contact person for application process \_\_\_\_\_
- 2. Petitioner's Name \_\_\_\_\_
- 3. Petitioner's Address \_\_\_\_\_
- 4. Phone Number \_\_\_\_\_
- 5. Email Address \_\_\_\_\_
- 6. Fax Number \_\_\_\_\_
- 7. Owner of Record Name \_\_\_\_\_
- 8. Owner of Record Address \_\_\_\_\_

**Property Information:**

- 9. Common Street Address \_\_\_\_\_
- 10. Legal Description \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 11. Permanent Tax Index Number \_\_\_\_\_
- 12. When did the owner acquire the property? \_\_\_\_\_

13. Is the petitioner in the process of purchasing/leasing the property? Yes\_\_\_\_ No\_\_\_\_  
If so, is the purchase/lease contingent on approval of the special use? Yes\_\_\_\_ No\_\_\_\_

14. Is your property use presently (check one): Conforming \_\_\_\_ Non-conforming \_\_\_\_

15. If the property is a non-conforming use, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. Surrounding Zoning and Land Use:**

	Zoning District	Land Use
North		
South		
East		
West		

**Special Use Permit Application, continued**

17. What is the Zoning Classification of the subject property? \_\_\_\_\_

18. What is the special use requested? \_\_\_\_\_

Conditions for Approval (attach a separate sheet if necessary):

19. Describe the proposed use's compatibility with the intent and purpose of the property's zoning district:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Describe the proposed use's compatibility with existing uses on site and in the vicinity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

21. Describe what special actions, if any, are contemplated to modify any unique, special, or unusual impacts which the special use may cause or intensify upon properties and uses upon public facilities or neighboring properties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that additional information may be required upon staff review.

Any person who shall knowingly make or cause to be made, or conspire, combine, aid or assist in, agree to, arrange for, or in any way procure the making of a false or fraudulent application, affidavit, certificate, or statement, shall be guilty of a misdemeanor as provided by statute by the State of Illinois.

\_\_\_\_\_  
Petitioners Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature (or authorized agent)

\_\_\_\_\_  
Date



**AFFIDAVIT OF PUBLIC NOTICE  
TO SURROUNDING PROPERTY OWNERS**

The undersigned petitioner, on oath states that the undersigned notified, in writing, the owners of all property within 250 feet, excluding rights of way, in each direction of the property to which his petition relates, by personal delivery or by mail; that a public hearing would be held to consider such petition; that such notice was given no less than 15 days prior to such hearing; and that the owners so notified, are those shown on the last available tax records of the county. (Please attach a list of notified property owners).

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

**SAMPLE PUBLIC NOTICE  
TO SURROUNDING PROPERTY OWNERS**

**(Date)**

Dear Neighboring Property Owner,

The Village of Brookfield requires that applicants for a special use permit notify owners of the property within 250 feet of the subject property of the nature of the proposal, and the date, time, and place of the public hearing.

I am proposing a **(insert proposed special use)** at the property located at **(insert common address)**. According to Chapter 30 (Zoning) of the Brookfield Village Code, this property is zoned **(insert zoning district)** and in this zoning district, my proposed use is considered a special use and requires a permit. **(Add any additional information you would like your neighbors to know about your proposed use).**

The public hearing before the Planning and Zoning Commission will take place on **(date)** at 7p.m. in the Brookfield Village Hall, located at 8820 Brookfield Avenue. The hearing is open to the public and comments from the public on the proposal are welcome.

If you have any questions or concerns regarding this proposal, please contact me at **(provide your phone number)** prior to the public hearing.

Thank you for your time and consideration.

Respectfully,

**(Applicant)**