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.

Village of Brookfield
Community and Economic
Development Department
8820 Brookfield Avenue
Brookfield IL 60513
(708) 485-7344

The Village of Brookfield
Planning and Zoning Commission

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 giving 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.

Village of Brookfield
Plan Commission Application Packet/Special Use

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.

Village of Brookfield
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 OWNERSHIP AND TRUST DISCLOSURE

COUNTY OF _____)
) SS

STATE OF ILLINOIS)

I, (print name) _____, under oath, state that I am (check one):

- ☐ the sole owner of the property
- ☐ an owner of the property
- ☐ an authorized officer for the owner of the property

commonly described as (full address):_____

and that such property is owned by (print owner's name) _____ as of this date.

Further, the property to which this application relates is/is not the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was completed in the affirmative, the following statement shall be completed and verified:

I, _____, as trustee/beneficiary of

_____ Trust Number _____,

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn,

hereby state and represent that the person/persons, Body/Bodies Politic, corporation/corporations

or other entity/entities below designated is/are the beneficiary/beneficiaries of said land trust,

that the beneficiary/beneficiaries designated by a checkmark hold/holds the power of direction

created therein, and that no beneficiary holds a beneficial interest as nominee for a person, Body

Politic, corporation or other entity not named herein.

Name	Address	Interest

_____
(Signature)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

_____ DAY OF _____, _____

_____
(Notary Public)

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)