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## SPECIAL PERMIT WORKSHEET

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In addition to submitting the *Formal Application* form for a special permit application, the Applicant must include the following information with your application. A public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All of the required application materials must be submitted to the Department of Development & Planning Services.

**The initial submittal MUST contain:**

- 1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

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### REQUIRED MATERIALS FOR SUBMISSION

- **Written Explanation of Application Request**

Attach a written statement explaining the proposed application. This letter should include the following applicable items, as well as any other pertinent detailed information pertaining to the request: hours of operation, number of employees, number of existing parking spaces on site, if the building has multiple tenants please list what the other tenant businesses are, will the site be reconfigured, and if there will there be any included outdoor activity or uses.

- **Statement of Justification**

A written statement of need for the requested special permit is required. The statement should address each of the below Standards for Special Permit Applications established in Article 2 of the Zoning Code and listed below. The staff, Plan Commission and Board of Trustees will use these standards in making a determination whether or not the proposed activity is appropriate. ***Please provide detailed written responses for each item. Do not merely state for instance for Item (b) that "Our proposed project will not have substantial or undue adverse effect....." You must state what specifically about your project will not have undue adverse effect.***

- a. The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.
- b. The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the public health, safety and general welfare.
- c. The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.
- d. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.
- e. The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.
- f. The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic feature of significant importance.
- g. The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

- **Special Permit Requests consisting of Site Improvements Include:**

- Site Plan Approval Worksheet**

