



SPECIAL PERMIT RENEWAL/TRANSFER WORKSHEET

The renewal and/or transfer of Special Permit Ordinance requires approval before the Village Board of Trustees. In addition to submitting the *Formal Application* form, the Applicant must include the following information with your application. A Board of Trustees meeting 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.

APPLICABILITY/WHEN TO APPLY

- ☐ **RENEWAL:** All Special Permit Ordinances granted with a limited *term* (noted within the approved ordinance) and expiring on a certain date require renewal prior to expiry. Contact staff three months prior to expiry of the special permit ordinance. A public hearing is required for some special permit renewals; however, some can be renewed through the administrative amendment process.
- ☐ **TRANSFER:** All Special Permit Ordinances granted to businesses that undergo a change of ownership require transfer of the special permit ordinance to the new legal entity. Contact staff prior to the change of ownership of the business that is granted a special permit. A public hearing is not required for the transfer of the special permit, and it can be approved administratively by the Village Manager.

REQUIRED MATERIALS FOR SUBMISSION

☐ **Formal Application**

Submit a complete formal application. Attach the following items and complete as necessary:

- Special Permit Renewal/Transfer Worksheet
- Plat of Survey
- Surrounding Property Owners Addresses (only if public hearing is required)
- Proof of property ownership
- Current lease with renewal conditions, if any (If the Applicant does not own the property)

☐ **Written Explanation of Application Request**

Attach a written statement explaining the renewal and/or transfer request for a previously approved special permit on the subject property. The scope and detail of such description shall be appropriate to the subject matter of the application, with special emphasis on those matters likely to be affected or impacted by the approval being sought in the application. Restate all details of the use and operations to confirm that they remain the same as previously approved. Confirm if any standards and/or circumstances under which the special permit was originally approved have changed or will change.

☐ **Proposed Plans**

Submit any applicable plans and details for the application as requested by staff during the pre-application meeting.