



Special Use Permit Application

4. Consultant Information (if applicable)

Attorney

Name _____
Firm _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Architect / Builder

Name _____
Firm _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Engineer

Name _____
Firm _____
Address _____
City, State, Zip _____
Phone _____
Email _____

5. Legal Description of Property

Please include the complete description as set forth in a deed, mortgage, or other similar legal document. If additional room is needed, please attach a separate sheet titled "Legal Description of Property".

6. Description of Proposed Special Use

Please provide a detailed description of the proposed special use to be located on the property in the space below. If additional room is needed, please attach a separate sheet titled "Description of Proposed Special Use".

7. Applicant Signature

By signing this application, you are certifying that you have read this application, have provided the necessary documentation as listed under the **Application Checklist**, and that you understand the information listed above under the **Notice to Applicant** section.

Signature of the Applicant

Date



8. Special Use Permit—Findings of Fact

The following questions are the five findings that are required to be met for approval of a proposed special use. The application must satisfy all of the criteria as listed below. Similar to a petition for rezoning, the burden of proof for a special use rests with the applicant. Each of the 5 questions below must be addressed as part of the application. As these findings make up the bulk of your application, please be as detailed as possible in your responses. “Yes” and “No” responses will not suffice. This is your chance to explain why you should be permitted to place this use in a district where it is not otherwise permitted. Please see opposite side for explanation of the information that should be provided in response to each question below. If additional space is required, please attach a separate sheet with the title “Findings of Fact, Continued”. If you have additional questions, please contact the Planning Department.

If any of the statements are not addressed, the application will be considered incomplete.

1. How is the proposed use designed, located, and proposed to be operated so that it will not be unreasonably injurious or unreasonably detrimental to the area in which it may be located?
2. How will the proposed use conform, to a reasonably possible extent, to all the applicable regulations and standards of the zoning district in which it shall be located?
3. How does the proposed use preserve the essential character of the area in which it shall be located?
4. What measures have been or will be taken to minimize potential increases in traffic congestion or possible situations that would create poor traffic circulation, including access issues?
5. How will the proposed use prevent blighting influences, either by redeveloping a parcel or improve the compatibility of the use with surrounding neighborhood?



Findings of Fact—Explanations

Below, please find additional explanations to the finding of fact questions. If you have additional questions, please contact the Planning Department.

- 1. How is the proposed use is designed, located, and proposed to be operated so that it will not be unreasonably injurious or unreasonably detrimental to the area in which it may be located?**
 - For this question, explain in detail how the special use has been designed, located, or proposed so that it will not disturb the surrounding neighborhood.
 - For example, what measures will you take to minimize any harmful or negative aspects that result from the proposed special use that may impact neighbors? Please note that “neighbors” can mean adjacent landowners, land uses, and the larger neighborhood area.

- 2. How will the proposed use conform, to a reasonably possible extent, to all the applicable regulations and standards of the zoning district in which it shall be located?**
 - For this question, show how you will comply with as many sections of the Zoning Ordinance as possible. In order to answer this question, you will need to read the requirements of both the zoning district and any additional regulations and standards. The Zoning Ordinance can be found online on the City’s website or in the Planning Department.
 - As noted in the application, a site plan is required. You may use this site plan as part of your response to this question. A site plan is helpful because it allows you to demonstrate visually how you will conform to the regulations. Not all requirements can be shown on a site plan, however. In addition to the site plan, a written explanation of how you will conform to these regulations and standards is necessary.

- 3. How does the proposed use preserve the essential character of the area in which it shall be located?**
 - Note: Essential character refers to overall intensity, style, appearance, or form already established in the area.
 - For this question, consider existing uses near the subject property and explain how the Special Use may or may not be compatible with surrounding existing uses.

- 4. What measures have been or will be taken to minimize potential increases in traffic congestion or possible situations that would create poor traffic circulation, including access issues?**
 - For this question, explain how you will minimize increases to traffic congestion and circulation problems. Also, explain ways that access issues will be improved due to the design, locations, or specific proposal of the Special Use. Please be as specific and detailed as possible in this explanation.

- 5. How will the proposed use prevent blighting influences, either by redeveloping the parcel or improving the compatibility of the use with the surrounding neighborhoods?**
 - Please explain in detail how the proposed use will benefit surrounding neighborhoods, whether that is by redeveloping a blighted parcel or by using measures to improve the compatibility of the use with surrounding uses.
 - Note: Blighted parcels are those that are detrimental to the physical, social, and/or economic well-being of an area. These can include, but are not limited to, abandoned buildings, severely neglected buildings, vacant lots collecting rubble or garbage, or buildings housing dangerous or illegal uses.



Special Use Permit Application

Champaign Municipal Code Sec. 37-232. Definition of a Special Use

Special Use shall mean a use which is potentially appropriate in, and compatible with, other uses in its zoning district, but due to the scale and nature of the use, has the potential to make a major negative impact on other uses in the district. Such uses necessitate close examination, site plan review, individual regulation, and notification of surrounding land owners. The proposed special use must serve a special need or be required at that specific location for the public convenience.

Attachments

- A. Deed, or other proof of parcel ownership, that contains the owner's name and a complete legal description of the subject property.
- B. Please attach all certified covenants, easements, or conditions which restrict the use of the subject parcel or restrict the structure or what may be placed on the subject parcel. This requirement applies to any covenants, easements, or conditions which are contained in the deed of the subject parcel, including those contained in the subdivision plat or owner's certificate.
I have attached these documents.
There are no covenants, easements, or conditions that relate to this property.
- C. Architectural elevation or perspective drawings showing the structures and improvements, including signs proposed for the property.
- D. Development Schedule for the proposed development.

- E. Site Plan—Each application for a special use permit shall be accompanied by a site and landscape plan which shall not exceed 24" x 36" and shall be drawn to a scale no greater than 1" = 100'. The site and landscape plans may be combined into one plan. The site plan shall include the following data and information (Sec. 37-234):

- The location, dimension, material, and configuration of all buildings, structures, and other improvements.
- The location and extent of usable open space.
- The location, access, dimensions of proposed off-street parking facilities, and the number and configuration of spaces to be provided.
- The location, dimensions, and materials of sidewalks, driveways, and other impervious surfaces.
- The location and intensity of illumination of any illuminated areas as required by Article XI. Supplementary Regulations.
- The proposed use of open space.
- A Landscape Plan in accordance with the requirements of Article X. Landscaping and Screening.
- The location of all property lines, utilities, and related easements, including electric lines, storm drainage, sanitary sewers, and water services.
- The location and extent of required setbacks and yards.
- An architectural elevation of all buildings and structures to depict height.
- The lot size in square feet and the dimensions thereof.
- The number and type of dwelling units proposed.
- The land uses surrounding the lots for which site plan approval is being sought.
- A date, north arrow, scale, and name of the development.
- The permanent parcel number and a legal description for the property.

Notice to Applicant

- Completed applications must be received 30 days prior to the next regular meeting of the Plan Commission in order to be placed on the agenda for the meeting. The Plan Commission meets on the 1st and 3rd Wednesday of each month. Late submittals cannot be acted upon due to publication deadlines.
- A legal notice for the public hearing is required to be published in the News-Gazette not less than 15 days before the meeting. The applicant will be billed directly by the News-Gazette for advertisement of the legal notice.
- Planning Staff will mail a notification letter to all neighbors within 250 feet.
- Planning staff will post a sign on the property AND pick it up within 10 days of the completed hearing.



Owner Authorization Form

If the applicant is not the owner of the property, please have the owner(s) or owner(s)' agent sign the appropriate section and have the signature(s) notarized to authorize said applicant to process the application

Section I. Owner(s) is/are Individual(s)

The undersigned hereby states that she/he/they is/are the Owner(s) of the property that is the subject of the forgoing application for a Special use Permit, that she/he/they has/have read said application, and that she/he/they hereby authorize(s) _____ to act as her/his/their Agent with regards to the processing of said application for the purposes set forth herein.

First Owner's Full Name (printed or typed)

First Owner's Signature

Second Owner's Full Name (printed or typed)

Second Owner's Signature

If additional names, please provide the names and signatures on an attachment.

Section II. Owner is a Partnership

The undersigned hereby states that the Partnership of _____ is the Owner of the property that is the subject of the forgoing application for a Special Use Permit, that she/he is one of the Partners of said Partnership, that she/he has read said application, and that she/he hereby authorizes _____ to act as the Partnership's Agent in processing said application for the purposes set forth herein.

Partner's Full Name (printed or typed)

Partner's Signature

Section III. Owner is a Corporation

The undersigned hereby states that _____ is a Corporation duly incorporated in the state of _____ and that said is the Owner of the property that is the subject of the forgoing Special Use Permit. The undersigned states further that she/he has read said application, she/he is the _____ of said Corporation, is an authorized Agent of said Corporation in processing said application for the purposes set forth therein.

Full Name of Agent (printed or typed)

Signature of Agent

Section IV. Owner is a Trust

The undersigned hereby states that _____ is a Trust duly created in the state of _____, and that said Trust is the Owner of the property that is the subject of the forgoing application for a Special use Permit. The undersigned states further that she/he is the Trustee of said Trust and that the attached individuals or entities are the Beneficial Owners of said Trust. The undersigned states further that she/he has read said application and that the Beneficiaries of said trust have authorized her/him to authorize _____ to act as said Trust's Agent in processing said application for the purposes set forth therein.

Full Name of Trustee (printed or typed)

Signature of Trustee

Section V. Notary

STATE OF _____)
) ss.
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT _____ is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that she/he/they signed and delivered the forgoing Owner Authorization Form as her/his/their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this _____ day of _____, 20____.

Notary Public

