

VILLAGE OF ROCKDALE

Rules and Application Procedure for Special Use Permit

1. Submit one (1) copy of the completed application, a copy of which is attached and made a part of this rule, including the Disclosure of Ownership Interest and Certification of Notification.
2. Submit seventeen (17) copies of a plot plan or other drawing showing the details of the proposal, plus one 11" x 17" plat of survey, if applicable.
3. Submit a cover letter stating the action requested, date of requested hearing before the Zoning Board of Appeals and a list of all enclosures and plans.
4. Submit a filing fee of \$150.00 plus reimbursement to the Village for the cost of publication and notice.

An application will be processed as follows:

1. The applicant shall submit the items listed above to the Village Clerk.
2. The Village Clerk shall assign a hearing date before the Zoning Board of Appeals.
3. The Village shall be responsible for publishing legal notice not more than 30 days nor less than 15 days before the hearing. Therefore, the application must be filed with the Village Clerk at least 15 days prior to the requested hearing date. **The applicant is responsible for reimbursement to the Village for the cost of publication prior to the hearing.**
4. The applicant shall forward a copy of the legal notice, the time and place of the hearing, the address of the location for which the Special Use Permit is requested, the name and address of the owner, and a brief statement of the nature of the request, either in person or by first-class (regular) mail, on all property owners within 250 feet in all directions of the location of the request, as recorded in the office of the County Clerk and County Tax Assessor of Will County, not less than seven (7) days before the hearing. The applicant shall provide proof of delivery to the Village Clerk not less than three (3) days before the hearing. See attached sample Certification Of Notification, Notice To Adjoining Property Owners, and Proof Of Service.

5. The applicant shall be responsible for obtaining signs from the Village Clerk to be posted along the property at least 15 days but no more than 30 days before the hearing. At least one sign for every 500 feet of street frontage shall be posted on the property, with a minimum of one sign on each street abutting the property. The sign shall contain the time and place of the public hearing and the nature of the request. The sign shall be provided by the Village Clerk upon the applicant's payment of \$50 deposit per sign. It shall be the applicant's responsibility to ensure compliance with this Section.
6. The Zoning Board of Appeals will review the application for conformity with the Rockdale Zoning Ordinance, and generally accepted standards of land use policy. Preceding the public hearing, members of the Zoning Board of Appeals may personally inspect the property in question and personally or otherwise cause such investigation of facts bearing upon the application.
7. The Zoning Board of Appeals will conduct a public hearing to consider the application. The Zoning Board of Appeals will make a recommendation to the Board of Trustees to approve or deny the application.
8. After receiving a recommendation from the Zoning Board of Appeals, the request is presented to the Village Board. After reviewing the recommendation of the Zoning Board of Appeals, the Village Board either approves or denies the request.

VILLAGE OF ROCKDALE SPECIAL USE PERMIT APPLICATION

- 1. Applicant Name _____ Telephone _____
Address _____
- 2. Agent _____ Telephone _____
Address _____
- 3. Owner _____ Telephone _____
Address _____

Note: The Disclosure of Ownership Affidavit must accompany this application, along with a signed authorization for the Trust to execute on behalf of the beneficiaries, if applicable.

- 4. Site Designation:
 - a. Common Address _____
 - b. PIN Number _____
 - c. Acreage _____
 - d. Lot Dimensions _____
 - e. Legal description of subject property (See your title policy.)

- 5. Parcel Status:
Zoning _____ Land Use _____

Surrounding Zoning:
North _____ South _____ East _____ West _____

Surrounding Use:

North _____

South _____

East _____

West _____

6. Does any violation of the Rockdale Zoning Ordinance exist at the present time? _____ If so, please describe. _____

7. Description of request _____

8. Reason for Request

The change requested should be allowed because of the following practical difficulties or particular hardships imposed by the strict application of the Rockdale Ordinances:

Note: If your answer to Section V identifies entities other than a natural person, additional disclosures are required for each such entity.

VI. SUPPORTING DOCUMENTATION. Attach documentation to corroborate ownership interest, such as the Partnership Agreement or Articles of Incorporation, if applicable. If the applicant includes a Land Trust or Trust, you must attach a sworn statement from the Trustee listing the beneficiaries and authorization to execute on behalf of the beneficiaries.

VII. PERSON MAKING THIS DISCLOSURE ON BEHALF OF THE OWNER:

NAME CAPACITY

ADDRESS

CITY STATE ZIP CODE

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Owner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure Of Ownership Interest, and that the statements contained herein are true in both substance and fact.

BY: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

(Seal)

CERTIFICATION OF NOTIFICATION

I, _____, hereby certify that I have met the notification requirements of the Village of Rockdale. All persons owning property within 250 feet in all directions of the location of the request, as recorded in the office of the County Clerk and County Tax Assessor of Will County, have been notified not less than seven (7) days before the hearing of my intentions to petition the Village of Rockdale for the following request(s):

with regard to property located at:

As evidence of such notification, copies of the legal notice, notification letters circulated via first-class (regular) mail or personally delivered to said surrounding property owners and proofs of service are attached.

I understand that if such evidence is not submitted to the Village prior to the scheduled Zoning Board of Appeals meeting, or if the appropriate surrounding property owners are not notified, no action will be taken on the application.

Signature of Applicant

Date

Signature of Owner (if applicable)

Date

NOTICE TO ADJOINING PROPERTY OWNERS

(Sample Letter)

Date

By first-class (regular) mail / personal delivery

Name

Address

City, State, Zip Code

Re: P.I.N. of subject property _____
Address of subject property _____

Dear Property Owner:

Please be advised that _____, owners of
_____ (address) will be petitioning the Village of Rockdale
for a special use for _____

_____ (nature of request).

This application has been submitted by _____.

The location of the public hearing before the Village of Rockdale Zoning Board of Appeals will be at the Rockdale Village Hall, 79 Moen Avenue, and date and time of the public hearing will be _____. Attached please find a copy of the legal notice.

A copy of the application may be examined at the Rockdale Village Hall, 79 Moen Avenue.

Signature

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

PROOF OF SERVICE

(Sample)

The undersigned, being first duly sworn upon oath, states that s/he served a true and correct copy of the attached Notice To Adjoining Property Owners upon:

- by first-class (regular) mail by depositing same in the United States mail at Joliet, Illinois on _____, 20__ before the hour of 5:00 p.m.
- by personal service on _____, 20__

Subscribed and Sworn to before me
this _____ day of _____, 20__.

Notary Public