



# Zoning Board of Appeals Application Packet

## Special Use Permit

This packet should contain all of the following documents:

- Instructions & requirements;
- Application;
- Ownership disclosure form;
- Public notice sign posting requirements and sign template

If you have any questions please contact the Planning Division staff.

**Joliet Planning Division** - 150 West Jefferson Street,  
First Floor-South Wing, Joliet, Illinois 60432

**Phone Number:** (815) 724-4050

**Email Address:** [zoning@joliet.gov](mailto:zoning@joliet.gov)

# PETITION APPLICATION FOR SPECIAL USE PERMIT

Special Use Permit petitions are first reviewed by the Zoning Board of Appeals. The regular meetings of the Zoning Board of Appeals are held on the third Thursday of each month at 2:00 P.M. in the City Council Chambers, 150 West Jefferson Street. The applicant or his agent must appear and testify under oath at the scheduled meeting. Applications *must be notarized* and filed with the Planning Department a minimum of 27 days before the scheduled meeting of the Zoning Board of Appeals.

During the Zoning Board of Appeals meeting, the Board makes a recommendation on the Special Use Permit request. Provided with a recommendation for approval or denial, the Special Use Permit petition would then proceed to the Joliet City Council for a final decision. The Special Use Permit petition will be scheduled for City Council's second meeting of the month, which is typically held the third Tuesday of each month.

## **Petition Submittal Requirements:**

- Notarized Special Use Permit Application
- Joliet Ownership Disclosure form
- Site Plan (Concept Plan) / Floor Plan / Building Elevations
- A Plat of Survey may be required in some cases

## **Filing a Petition:**

All new petitioners must speak with a Planning Staff member before applying for a Special Use Permit. Further information on how to pay fees and sign requirements will be provided once the petition is placed on the agenda. If the Special Use Permit is for a business use that requires a business license from the City of Joliet's Business Services Division, the applicant shall concurrently apply for a business license and submit a copy of the application with their petition. The failure to apply for and provide a copy of a Business License may result in the rejection of the petition as an agenda item for the Zoning Board.

Detailed information on zoning requirements are described in the Zoning Ordinance (No. 5285) which can be accessed on-line at <https://www.joliet.gov/government/departments/community-development/planning-division/zoning>.

## **Site Plans / Plat of Survey / Building Elevation Plans:**

A detailed site plan (concept plan), floor plans (if applicable) and building elevations plans (if applicable) will be required to consider a Special Use Permit petition. A plat of survey may also be required. The failure to submit a detailed site plan (concept plan), floor plans and building elevation plans with the application may result in the rejection of the petition as an agenda item for the Zoning Board.

The site plan (concept plan) must include the correct address; show all proposed structures with dimensions, proposed parking spaces and areas with dimensions, and other proposed improvements; and show the distance from structures to each other, to the parking areas, and to the property lines. Floor plans must include room dimensions and show the locations of all entrances and exists. Building elevation plans should show all planned improvements and note the exterior material being proposed. Please refer to the attached example of a plat of survey & floor plan for reference.

## **Filing Fees:**

The following fees will be invoiced once the petition is accepted:

<b>Filing Fee Type</b>	<b>Amount</b>
Special Use Permit	\$500.00
Special Use Permit for Adult-Use Cannabis Businesses - <i>see Section 47-151.3 for additional application submittal requirements for adult-use cannabis businesses</i>	\$10,000.00
Sign Deposit Fees (properties that are less than one (1) acre)	\$100.00 (\$50.00 for an English sign & \$50.00 for a Spanish sign)

## **Public Notice of Petition Request:**

In accordance with Resolution No. 1694 of the City of Joliet, all persons residing within 600 ft. of the property referred to in this application must be notified of the proposed re-zoning. The Planning Division will notify these residents 10 days prior to the meeting of the Zoning Board of Appeals.

## **Sign Deposits:**

At least one sign shall be posted no later than 15 days, but not more than 30 days before, the hearing date. The sign shall contain the time and place of the public hearing and the nature of the request. It shall be placed in a conspicuous location on the property so it may be observed and read from the street. If the property is less than one (1) acre, the sign shall be provided by the City of Joliet Planning Staff upon the applicant's payment of the \$50.00 deposit for each sign. It shall be the applicant's responsibility to post the sign. If the property is larger than one (1) acre, the applicant shall be responsible for creating and erecting the sign. **For properties larger than one (1) acre, please refer to the "Requirements For Posting Land Use Change Informational Signs" sheet in this packet.**

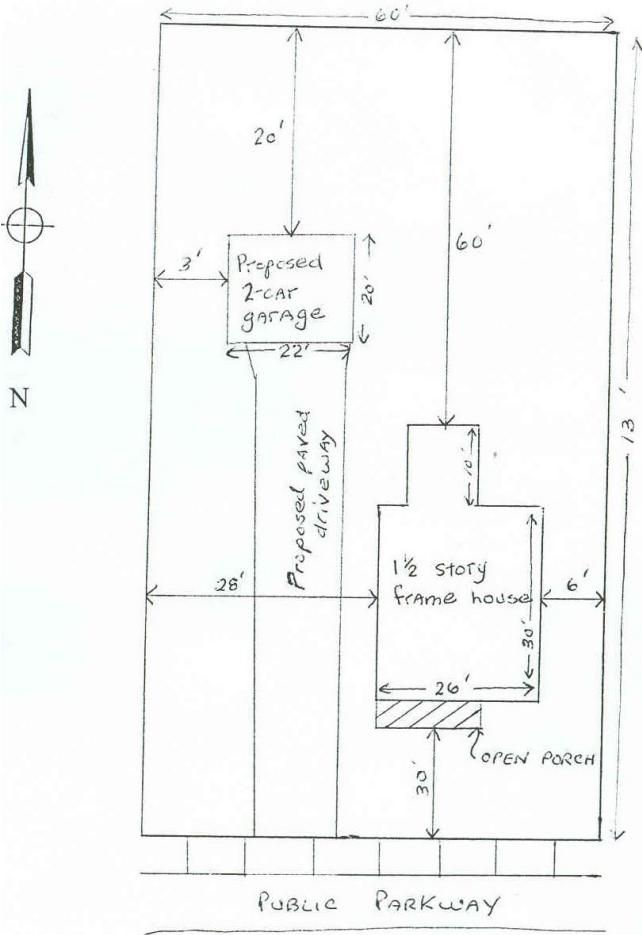
Upon completion of the public hearing, the sign(s) shall be removed and returned to the City of Joliet within ten (10) days. If the applicant fails to remove the sign within ten days, the City of Joliet may remove the sign, and the cost of the removal shall be deducted from the applicant's sign deposit. Please allow approximately 10-15 days for sign deposit refund processing.

**Failure to post the notice sign as required may result in the deferral of action on, or the denial of the applicant's petition.**

# EXAMPLES

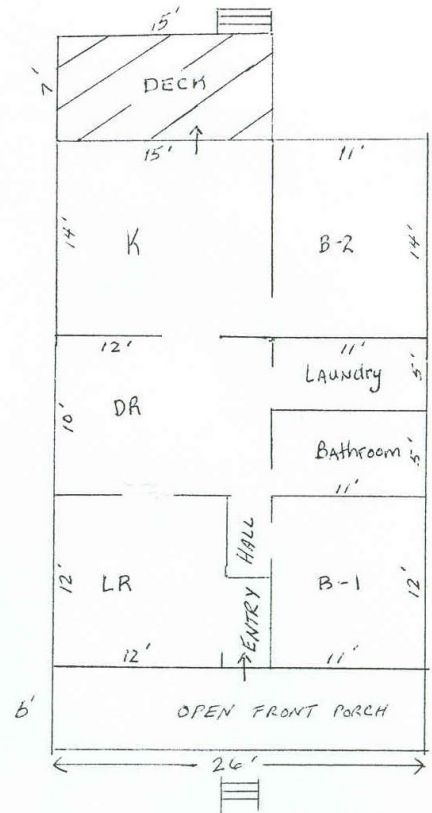
## PLAT OF SURVEY

LOT 3, EXCEPT THE NORTH 90 FEET THEREOF, IN KATHERINE S. NICHOLSON'S SUBDIVISION OF THE SOUTHWEST PART OF BLOCK 49, OF THE CANAL TRUSTEES' SUBDIVISION OF THE WEST HALF OF SECTION 9, IN TOWNSHIP 35 NORTH, AND IN RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 3, 1901, IN PLAT BOOK II, PAGE 66, SITUATED IN THE CITY OF JOLIET, WILL COUNTY, ILLINOIS.



**Sample Site Plan**

(For illustrative purposes only)



**Sample Floor Plan**

(For illustrative purposes only)

**FOR OFFICE USE ONLY**

\*\*\**Verified by Planner (please initial):*\_\_\_\_\_\*\*\*

Payment received from:

Petition #: \_\_\_\_\_

\_\_\_\_\_

Common Address: \_\_\_\_\_

\_\_\_\_\_

Date filed: \_\_\_\_\_

\_\_\_\_\_

Meeting date requested: \_\_\_\_\_

**ZONING BOARD OF APPEALS  
JOLIET, ILLINOIS**

**PETITION FOR SPECIAL USE PERMIT**

City of Joliet Planning Division, 150 W. Jefferson St., First Floor, South Wing, Joliet, IL 60432  
Phone (815)724-4050 Fax (815)724-4056

ADDRESS FOR WHICH SPECIAL USE IS REQUESTED: \_\_\_\_\_

PETITIONER'S NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

PROPERTY INTEREST OF PETITIONER: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

**Any use requiring a business license shall concurrently apply for a business license and submit a copy with this petition.** Additionally, if this request is for operation of a business, please provide the following information:

BUSINESS REFERENCES (*name, address, phone*):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OTHER PROJECTS AND/OR DEVELOPMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PERMANENT INDEX NUMBER (TAX NO. OR P. I. N.): \_\_\_\_\_;  
\_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_.

*\*\*Property Index Number/P.I.N. can be found on tax bill or Will County Supervisor of Assessments website\*\**

LEGAL DESCRIPTION OF PROPERTY (attached copy preferred):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOT SIZE: WIDTH: \_\_\_\_\_ DEPTH: \_\_\_\_\_ AREA : \_\_\_\_\_

PRESENT USE(S) OF PROPERTY: \_\_\_\_\_

PRESENT ZONING OF PROPERTY: \_\_\_\_\_

SPECIAL USE REQUESTED: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Zoning Board of Appeals is authorized to grant a special use permit provided the applicant establishes by clear and convincing evidence:

- (1) That the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare; and
- (2) That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood; and
- (3) That the establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district; and
- (4) That adequate utilities, access roads, drainage, and/or other necessary facilities have been or will be provided; and
- (5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets; and
- (6) That the special use shall in all other respects conform to the applicable land use regulations of the district in which it is located and shall not be in violation of any other applicable law, ordinance or regulation; and
- (7) At least one (1) year has elapsed since any denial of any prior application for a special use permit that would have authorized substantially the same as all or part of the sites, unless conditions in the area have substantially changed.

Please describe how this request meets the criteria by responding to the following questions in your own words.

1. How will the establishment, maintenance, or operation of the special use affect the public health, safety, morals, comfort, or general welfare?

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2. How will the special use impact properties in the immediate area? \_\_\_\_\_

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3. Will the use impede the normal/orderly development/improvement of surrounding property?

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4. Are adequate utilities, access roads, drainage, and/or other necessary facilities provided?

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5. Have adequate measures been taken to provide ingress/egress design to minimize traffic congestion in public streets?

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6. Does the use conform to the applicable land use regulations of the district in which it is located and does it violate any other applicable law, ordinance or regulation?

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7. Has at least one (1) year elapsed since any denial of any prior application for a special use permit that would have authorized substantially the same as all or part of the sites (unless conditions in the area have changed substantially)?

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**REQUIRED SUPPORTING ATTACHMENTS**

- Site plan / concept plan / floor plan / building elevation plan
- Joliet Ownership Disclosure form
- Business license application (if applicable)

**NOTARIZATION OF PETITION**

STATE OF ILLINOIS) ss  
COUNTY OF WILL)

I, \_\_\_\_\_, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Zoning Board of Appeals.

\_\_\_\_\_  
Petitioner's Signature

\_\_\_\_\_  
Owner's Signature  
*(If other than petitioner)*

**Subscribed and sworn to before me**  
**this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_**

\_\_\_\_\_



## CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

### I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

### II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

\_\_\_\_\_

PIN(s): \_\_\_\_\_

### III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**IV. BUSINESS OWNERSHIP**

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NOTE:**

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:**

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### **How to Post a Sign for any Land Use Change**

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to page 2 for information.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

**Requirements For Posting Land Use Change Informational Signs**

(6) Land Use Change Informational Signs: In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

**(A) For parcels comprising 1 acre or more:**

- (1) The applicant or the applicant’s agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.
- (2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)
- (3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.
- (4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.
- (5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

**NOTICE OF PUBLIC MEETING**

**CITY OF JOLIET, IL**

DATE/TIME: \_\_\_\_\_

LOCATION: City Hall Council Chambers

150 W. Jefferson St., Joliet

DESCRIPTION OF REQUEST:

\_\_\_\_\_

\_\_\_\_\_

FOR MORE INFORMATION CALL: 815-724-4040 OR

815-724-4050

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF JOLIET