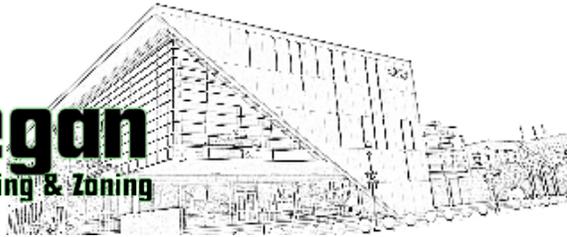




**City of Waukegan**  
**Department of Planning & Zoning**  
 (847) 625-6878



## CONDITIONAL USE PERMIT APPLICATION

**Application is hereby made by:**

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

**Property Information**

Street Address:

FULL legal description of property **(MUST BE TYPED HERE. CANNOT BE ATTACHED):**

Lake County Parcel Identification Number(s) (PIN)(List all):

**Zoning and Use Information**

Zoning of the property:

Is the property a designated landmark or located in a Historic District?

Yes

No

Current use of the property:

# CONDITIONAL USE PERMIT APPLICATION

Please identify the proposed use of the property that warrants this application for a Conditional Use. Provide, **IN NARRATIVE DETAIL (do not list your answers)**, the type of operation that you are proposing including, but not limited to, all of the following that apply: years of experience related to this conditional use, hours of operation, total number of parking spaces, square footage of building occupied, total seating capacity of building (such as a restaurant, banquet facility, or auditorium), zoning of adjacent properties, fencing or landscape buffering proposed (if a business next to a residential district), landscaping proposed, dumpster location and screening of, hours and/or days when you expect the operation to be at its peak capacity, such as high traffic volume (whether vehicular or pedestrian in nature), what you consider to be peak capacity and at what time(s) and on what day(s), and any other information you feel is beneficial to know.

## Findings of Fact

The City of Waukegan Zoning Ordinance, under Section 3.11-7, requires that the Planning and Zoning Commission take into consideration the factors listed below in making its recommendation to the City Council. As the applicant, you must demonstrate why the proposed conditional use is appropriate. The burden of proof for a conditional use rests with the applicant. Each of the questions below must be addressed as part of the application. If you believe a particular factor does not apply to the proposed use or property in question, indicate “Not applicable” and explain why it does not apply.

1. Describe how the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor diminish and impair property values within the neighborhood. *Please explain in detail how the surrounding neighborhood will benefit from the proposed conditional use, whether that is by redeveloping a blighted parcel or by using measures to improve the compatibility of the use with surrounding uses. A blighted parcel 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.*
  
2. Describe how the establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare. *For example, what measures will you take to minimize any harmful or negative aspects that result from the proposed conditional use that may impact neighbors? Please note that “neighbors” can mean adjacent landowners, land uses, and the larger neighborhood area.*

# CONDITIONAL USE PERMIT APPLICATION

## Findings of Fact (cont.)

3. Describe how adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. *Please explain how you will minimize increases in traffic congestion and circulation problems. Also explain ways that access issues will be improved due to the design, locations, or special proposal of the conditional use. Please be as specific and detailed as possible in this explanation.*
  
4. Describe how the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding properties for uses permitted in the district. How does the proposed conditional use preserve the essential character of the area in which it shall be located? *Please describe how the proposed conditional use is not in conflict with the uses on neighboring properties. Essential character refers to overall intensity, style, appearance, or form already established in the area.*
  
5. Describe how the proposed conditional use, in all other respects, will conform to the applicable regulations (i.e., parking, landscaping, setbacks, lot coverage, and lot area) of the district in which it is proposed to be located. *Please elaborate on 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 in which this conditional use will be located and any other additional regulations and standards.*

*As noted in this 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.*

# CONDITIONAL USE PERMIT APPLICATION

## Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

\_\_\_\_\_  
Signature of Applicant and Date

Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner and Date

**SIGNATURE BY THE PROPERTY OWNER GRANTS ACCESS TO THE PROPERTY IN QUESTION TO THE CITY OF WAUKEGAN, ITS STAFF, COMMISSION AND CITY COUNCIL MEMBERS.**

### NOTARY

STATE OF \_\_\_\_\_)

) SS.

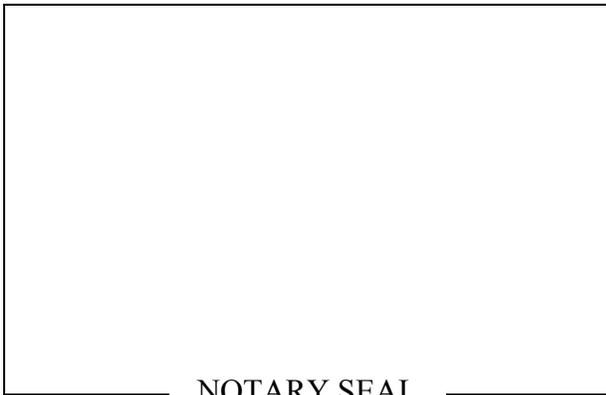
COUNTY OF \_\_\_\_\_)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

\_\_\_\_\_  
(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.



\_\_\_\_\_  
Signature of Notary Public

# CONDITIONAL USE PERMIT APPLICATION

## PROCEDURE

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 15<sup>th</sup> of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness, to make certain that the application meets the requirements of the Zoning Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. Development Review Board Meeting. After receiving this application, this application shall be considered by the Development Review Board at its next regularly-scheduled meeting, typically heard on Thursday afternoons at 1:30 PM. The Development Review Board shall forward a report of findings and recommendations to the Department of Planning and Zoning prior to the Planning and Zoning Commission's public hearing. The Development Review Board is an administrative body composed of various municipal departments and this review gives the municipal departments the opportunity to raise any concerns related to building, zoning, engineering, and life safety issues.
4. Post Notification of Public Hearing. The applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
5. Public Hearing. The applicant and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed conditional use is scheduled to be heard (the second Thursday of the month after the application is received, if received in complete form and prior to the 15<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
6. Judiciary Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Judiciary Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
7. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council later that same evening at 7:00 PM.

## ATTACHMENT CHECKLIST

Twelve (12) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), and proposed site plan.

One (1) electronic copy of this application, Plat of Survey, and proposed site plan on a CD.

A copy of deed or title insurance policy to provide proof of parcel ownership.

A Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.

A typed listing of all property addresses, which includes the full names of current property owners, the property owners' mailing addresses, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property

Application fee of (choose from the pull-down menu):  
(Make checks payable to City of Waukegan).