



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:

Phone Number:

E-mail Address:

E-mail Address:

Contact Person for Application (if different from above):

Name:

Phone Number:

Email Address:

PROPERTY INFORMATION

Street Address:

FULL legal description of property (**MUST BE TYPED HERE – CANNOT BE ATTACHED**):
(this can be found on your survey or deed – it is not the brief legal description from the tax bill)

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

ZONING AND USE INFORMATION

Current zoning of the property (select):

Ward (select):

Current use of the property (select):

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

Yes

No

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PROJECT DETAILS

Identify the proposed use of the property that warrants this application for a Conditional Use. What type of operation are you proposing? Provide as much detail as possible.

How many years of experience do you have related to this type of business/use?

What is the square footage of the building? What is the total seating capacity of the building (for restaurants, banquet facilities, auditoriums, etc.)?

What are the hours of operation? What are the 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?

What is the total number of employees? How many will be on site at any given time during business hours? Before and after regular hours and for how long?

What is the total number of parking spaces available at the site?

What is the zoning of adjacent properties (the properties immediately next door on each side)?

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PROJECT DETAILS (cont.)

Explain how your proposed use supports or does not support Waukegan's [Comprehensive Plan](#) and its goals.

Are you proposing fencing or landscape buffers? Describe your proposed landscaping, and dumpster location and enclosure. (Tree Preservation and Landscaping Ordinance: <https://www.waukeganil.gov/DocumentCenter/View/519>)

Is there any other information you feel is beneficial to know for reviewers to understand your project?

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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. *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 is 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, as well as the city at-large.*

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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. *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? *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 or directed by the Comprehensive Plan.*

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. In addition to a narrative description, **a zoning analysis table should be submitted.** This table lists the requirements of the district in one column and the details of your site in the next, demonstrating any requirements that are not met. Any unmet requirements may trigger a Variance. 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.*

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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. I (We) understand that reliance is placed upon this information in the analysis and determination of approval of this conditional use permit. Inaccurate information may be cause for revocation of an approved conditional use permit.

Print Name of Applicant

Signature of Applicant and Date

Print 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, AND ATTESTS THE THE OWNER AGREES TO COMPLY WITH ANY CONDITIONS ESTABLISHED FOR THE USE.

NOTARY

STATE OF _____)

) SS.

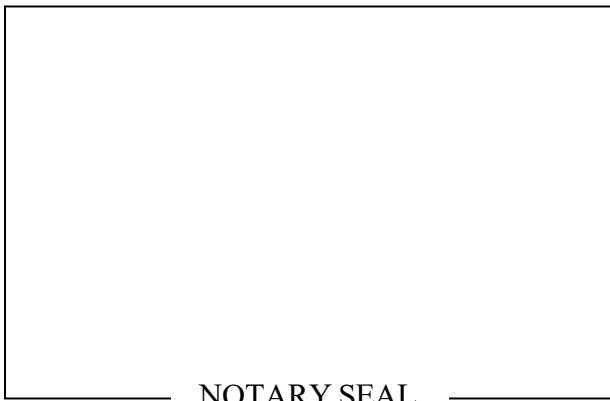
COUNTY OF _____)

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

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PROCEDURES

1. **PRE-APPLICATION MEETING.** A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. Times and dates are subject to staff availability, please allow adequate time to schedule. The applicant and/or their representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed. The application does not need to be completed, but applicants should be prepared to present their project in detail so that staff can determine whether any additional applications are required.
2. **SUBMITTAL MEETING.** Applications are due **BEFORE** the first day of the month in order to be placed on the Planning and Zoning Commission agenda for the following month (for example: if you submit by April 1, you would be on the May agenda). The Submittal Meeting must be scheduled at least ten days prior to the deadline. Times and dates are subject to staff availability – scheduling in advance gives you the best chance of meeting the deadline. These deadlines allow for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or their representative are required to schedule and personally attend the in-person submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting – we do not accept drop-off or mail-in applications. Applications will not be accepted if there is anything missing from the Attachment Checklist below – we do not accept partial applications. Missing information may postpone the hearing date of this application. At the submittal meeting, City staff will 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. **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. The applicant or their representative must email a picture to the Planning and Zoning Staff as soon as it is posted on the property, no less than 15 days before the public hearing. The notice poster/placard must remain posted until after the public hearing has concluded.
4. **PUBLIC HEARING.** The applicant and/or their representative are **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 in complete form prior to the 1st of the previous month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The applicant should be prepared to present their project to the Commission and public at this meeting and answer questions about the project.
5. **COMMUNITY DEVELOPMENT COMMITTEE MEETING.** The applicant and/or their representative are **REQUIRED** to attend the Community Development 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 following the Planning and Zoning Commission public hearing. The meeting start time varies between 5:00 PM and 6:45 PM. The final meeting time is set the Friday before the meeting date. You may be called upon to answer questions.
6. **CITY COUNCIL MEETING.** If the Community Development Committee forwards a recommendation, this application will be considered by the full City Council on the third Monday of the month at 7:00 PM. The applicant and/or their representative are **REQUIRED** to attend the City Council Meeting.

SUBMITTAL REQUIREMENTS

- One (1) original signed application with all original signatures (attach a note identifying the original)
- Twenty (20) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), all facade elevations, landscape plan, zoning analysis table, and proposed site plan (all documents should be no larger than 8.5" x 11" or 11" x 17")
- One (1) hard copy of deed, lease, or title insurance policy to provide proof of parcel ownership or site control
- One (1) electronic copy of this application, Plat of Survey, facade elevations, proposed site plan, and any additional documents submitted as part of the application in PDF and/or .DOC/.DOCX format on a flash drive/thumb drive
- Check payable to "City of Waukegan" with proper application fee found in Section 3.13 of the Zoning Ordinance