JOLIET PLANNING DIVISION

Zoning Board of Appeals Application Packet

Special Exception

This packet should contain all of the following documents:

- 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

Filing Fees:

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

Filing Fee Type	Amount
Special Exception	$500.00
Sign Deposit Fee (for 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.

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 Exception 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.

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 EXCEPTION

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 VARIATION 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:_____

VARIATION/APPEAL REQUESTED:_____

_____

_____

RESPONSE TO SPECIAL EXCEPTION CRITERIA

An exception is a use permitted only after review of an application by the Board of Appeals or Commission other than the Administrative Official (Building Inspector), such review being necessary because the provisions of this Ordinance covering conditions, precedent or subsequent, are not precise enough to all applications without interpretation and such review is required by the Ordinance.

The "exception" differs from the "variance" in several respects. An exception does not require "undue hardship" in order to be allowable. The exceptions that are found in this Ordinance appear as "special approval" or review by Plan Commission, Legislative Body, or Board of Appeals. These land uses could not be conveniently allocated to one zone or another or the effects of such uses could not be definitely foreseen as of a given time. The general characteristics of these uses include one or more of the following:

(a) They require large areas;
(b) They are infrequent;
(c) They sometimes create an unusual amount of traffic;
(d) They are sometimes obnoxious or hazardous; and
(e) They are required for public safety and convenience.

In addition to permitting the special exceptions otherwise specified in the Zoning Ordinance, the Board shall have authority to permit the following:

(a) The temporary use of a building or premises in any district for a purpose of use that does not conform to the regulations prescribed by this chapter, provided that such use be of a true temporary nature and does not involve the erection of substantial buildings. Such permit shall be granted in the form of a temporary and revocable permit for not more than a 12-month period, subject to such conditions as will safeguard the public health, safety, convenience, and general welfare.

(b) The temporary use of a building or premises in undeveloped sections for a purpose that does not conform to the regulations prescribed by this chapter, provided that such structure or use is of a true temporary nature, is promotive of or incidental to the development of such undeveloped sections, and does not involve the erection of substantial buildings. Such permit shall be granted in the form specified under sub-section (a) above.

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

1. Briefly describe/explain the purpose of the request for an exception, including a timeframe for the use if applicable.

_____

_____

_____

_____

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_____

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_____

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_____

2. Identify the section of the Zoning Ordinance for which an exception is being requested.

_____

_____

3. What impact would the granting of this special exception have upon the essential character of the general area? Please include both positive and negative impacts.

_____

_____

_____

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

_____

_____

_____

_____

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:

_____

_____

PRINT

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

Template currently available at Express Signs at (815) 725-9080