

# **Village of Round Lake**

442 N. Cedar Lake Road Round Lake, IL 60073  
847-546-5400 fax 847-546-5405  
[www.eroundlake.com](http://www.eroundlake.com)



## **SPECIAL USE PETITION PACKET**

**Village of Round Lake**  
**Special Use Permit Application**

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**PROCEDURE FOR OBTAINING A SPECIAL USE PERMIT**

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application.
3. Submit application and exhibits as follows:
  - Village of Round Lake
  - Village Administrator
  - 442 N. Cedar Lake Road
  - Round Lake, IL 60073
4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days; however, it may take up to three weeks depending on the complexity of the request.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Public Hearing meetings before the Plan Commission/Zoning Board of Appeals (PCZBA) are conducted on the last Tuesday of the month at 7 p.m.
7. State law requires that notification of the public hearing be published at least 15 days and no more than 30 days prior to the hearing date.
8. The PCZBA will hold a Public Hearing to consider requests for a special use. The applicant must be in attendance to discuss their proposal and answer any questions that the PCZBA may have regarding the petition.
9. Following the public hearing, the PCZBA may continue the hearing should they determine that additional information is necessary to render a decision, or shall provide a Findings and Recommendation Report (F&R) to the Village Board to approve, approve with conditions, or reject the request.
10. The Mayor and Board of Trustees will discuss the F&R from the PCZBA and make a decision to accept or reject the special use petition at the next Village Board meeting (First and Third Monday of the month at 7 p.m.). If the special use is recommended for approval, the Village Attorney will draft the appropriate ordinance.
11. If work on the proposed special use has not begun within six months, and completed within eighteen months of the issuance of such permit, the special use permit shall become null and void.

**PLEASE NOTE:** Village staff will assist you with expediting your request. Due to the local and state laws regarding hearing publication requirements, meeting schedules and the complexity of your request, the entire processing time for a Special Use could take as long eight (8) weeks.

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### **Plan Commission/Zoning Board of Appeals:**

The Plan Commission/Zoning Board of Appeals is the Village of Round Lake's appointed advisory body responsible for reviewing zoning petitions, conducting public hearings, and rendering recommendations to the Village Board on zoning matters. The Board is comprised of 7 members appointed by the Mayor with approval of the Village Board. The Plan Commission/Zoning Board of Appeals meets on the last Tuesday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 North Cedar Lake Road, 2nd Floor, Round Lake, IL 60073.

### **Village Board:**

The Village Board of Round Lake is the elected body responsible for the authorization of zoning petitions within the Village. The Village Board is comprised of 6 Trustees and the Mayor. Village Board meetings are held on the first and third Monday of the month at 7 p.m. in the Council Chambers at Village Hall located at 442 North Cedar Lake Road, 2nd Floor, Round Lake, Illinois 60073

### **Special-Use Defined:**

A land use, building, or structure which due to its unique characteristics cannot be classified within a particular zoning district without consideration of the impact that use may have on surrounding land-uses, businesses, and/or individuals along with the need for said use at a particular location.

### **Special-Use Requirements:**

The designation of a special-use of any lot, parcel, or tract of land within the Village may be proposed by the Mayor, Village Board, the Plan Commission/Zoning Board of Appeals, or property and/or business owner or other person(s) with an interest in the property. More specifically, special uses fall into two categories; 1. Uses publicly operated or traditionally affected with a public interest; or 2. Uses entirely private in character, but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities. The aforementioned must be addressed to the satisfaction of the Plan Commission/Zoning Board of Appeals and Village Board prior to the special-use approval. The Plan Commission/Zoning Board of Appeals is authorized to recommend a special use where it finds 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;
- ◆ the special use will not be injurious to the uses and enjoyment in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located;
- ◆ the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
- ◆ the exterior architectural appeal and functional plan of any proposed structure will not be so at special use with either the exterior architectural appeal and functional plan of the structural already constructed or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values in the neighborhood;
- ◆ adequate public utilities, access roads, drainage and/or necessary facilities have been or will be provided;
- ◆ adequate measures have been or will be taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and
- ◆ the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the PCZBA and approved by the Village Board.

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**Please Type or Print**



<b>OFFICE USE ONLY</b> Date Received: _____ Hearing Date: _____ Case Number: _____
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**VILLAGE OF ROUND LAKE**  
442 N. Cedar Lake Road  
Round Lake, IL 60073  
(847) 546-5400 – PHONE  
(847) 546-5405 – FAX

**PETITION FOR A SPECIAL USE PERMIT**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address of Property: \_\_\_\_\_  
PIN: \_\_\_\_\_

Legal Description of Property: Please attach to this application.

Detailed zoning relief being requested (please specify applicable Section of the Zoning Ordinance):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Zoning Classification of Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Requested Use of the Property: \_\_\_\_\_

Lot Sq. Ft. \_\_\_\_\_ Bldg. Sq. Ft. \_\_\_\_\_

Area of Subject Site: \_\_\_\_\_

(Stated in square feet if the area is less than one acre, and in acres and fractions thereof if one acre or more.)

**Filing Fee: \$500.00/acre and \$200.00 each additional acre. Must be submitted with the application. Please make checks payable to the Village of Round Lake.**

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**PLEASE ANSWER ALL QUESTIONS THOROUGHLY, FAILURE TO PROVIDE DETAILED INFORMATION WILL RESULT IN A DELAY IN PROCESSING YOUR APPLICATION**

**A. Background information**

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed special use permit (Please be specific, state the reasons why the special use should be granted):

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2. Explain the reasons why the granting of this Special Use Permit will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions (Please be specific by explaining how the special use will effect the existing structure and will conform to the adjoining properties).:

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3. Will additional utilities or roadway improvements need to be provided to service the special-use permit? Please explain why or why not. Please submit any detailed information regarding ingress/egress from the property.

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4. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question, including but not limited to increased density? If so, please explain:

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5. Will the special-use generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals? (Please explain why or why not)

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6. What type of goods and services, manufacturing, or processing will the special-use entail?

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**B. Additional Information**

1. Attach a Site Plan of the property drawn to scale and pictures showing the dimensions and square footage of the proposed use. The accuracy of the Site Plan is vital to the effectiveness of the plan review and will not be accepted if it cannot be easily read and evaluated.

2. **Exhibits:** Provide the application, and copies of any other plans or materials submitted as exhibits. The aforementioned information is requested to assist Village staff, Plan Commission/Zoning Board of Appeals, and the Village Board in determining the impact appropriateness of the requested special use. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.

3. The application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the Village of Round Lake.

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I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.-

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Round Lake for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Property Owner (mandatory)

Signed and subscribed before me on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

<b>Office Use Only</b>
Staff Checklist:
_____ Completed application (all fields have entries)
_____ Required Fee has been paid
_____ Date of Publishing the Public Hearing Notice in the Newspaper
_____ This application was filed with the Village Administrator on _____.