

Please do not write in this space (for office use only).

Filing Fee \$ 400.00

Please provide 20 copies of all documents

Application No. \_\_\_\_\_

Applicant's Name \_\_\_\_\_

**VILLAGE OF NEWARK  
ZONING BOARD OF APPEALS**

**APPLICATION FOR A SPECIAL USE PERMIT**

(Please submit all information requested. Typing/printing in black or blue ink is requested on application.)

**APPROVAL CRITERIA**

The Village Board of the Village of Newark may, after receiving a recommendation from the Zoning Board of Appeals based upon the information contained herein and during the public hearing of this matter, approve, approve with conditions, or deny a special use, pursuant to the procedures set forth in the Village of Newark Zoning Ordinance.

**INSTRUCTIONS**

- Before filing an Application for a Special Use Permit, the Village of Newark Zoning Ordinance should be reviewed for filing procedures and requirements and the Village Clerk should be contacted to arrange an informal Pre-Application Meeting with Staff.**
- Please print or type. Application must be complete before filing with the Village of Newark.
- Please consult the Village of Newark Zoning Ordinance for a list of all required submission materials and to determine application / submission deadlines. Please note that this Application will not be forwarded to the Zoning Board of Appeals for consideration until all required information and supporting documentation is submitted in accordance with the deadlines contained within the Village of Newark Zoning Ordinance and any materials incorporated therein.
- Proof of ownership, disclosure of beneficial interest, and authorization to represent owner must be attached to this Application.

**GENERAL APPLICATION INFORMATION (use Addendum attachment if necessary):**

1. Name of Applicant/Developer: \_\_\_\_\_

2. Address: \_\_\_\_\_  
\_\_\_\_\_

3. Phone: \_\_\_\_\_

4. E-mail Address: \_\_\_\_\_

5. Permanent Parcel Identification Number(s) PIN(s) of the Subject Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Legal Description of the Subject Property:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. Name, mailing address, telephone number, fax number, E-Mail Address of Property Owner if different for Applicant/Developer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
8. Description of Present and Proposed Use of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Current Zoning Classification of the subject Property: \_\_\_\_\_
  
10. Is an Improvement Planned? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
11. Description of proposed special use: \_\_\_\_\_  
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12. Please attach a dimensioned site plan or plat, showing the location of the following (said plat shall not be less than ten (10) years old):
  - (a) All buildings.
  - (b) Parking areas.
  - (c) Traffic access and circulation.
  - (d) Open spaces and yards.
  - (e) Landscaping.
  - (f) Refuse and service areas.
  - (g) Utilities.
  - (h) Signs.
  - (i) Other information as determined by the Zoning Board of Appeals as necessary for determining if the proposed special use meets the intent and requirements of the Zoning Ordinance.
13. A grading plan, showing existing and proposed contours and proposed routing and storage stormwater, when new construction or site development is proposed.
14. A written statement addressing the following topics:
  - (a) Economic effects on adjoining properties.
  - (b) Effects of such elements as noise, glare, odor, fumes and vibration on adjoining properties.
  - (c) General compatibility with adjacent and other properties in the district.
  - (d) Effects of traffic generated by the proposed use.
  - (e) Relationship to the Comprehensive Land Use Plan.
  - (f) The proposed Special Use will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this Zoning Ordinance.
  - (g) The proposed Special Use will be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area.
  - (h) The proposed Special Use will not be hazardous or disturbing to existing or future neighborhood uses.
  - (i) The proposed Special Use will be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water, sewers and schools, or that persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
  - (j) The proposed Special Use will not create excessive additional requirements at public cost for facilities and services, and will not be detrimental to the economic welfare of the Village of Newark.

- (k) The proposed Special Use will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property of the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare or odors.
- (l) The proposed Special Use will have vehicular approaches to the property that shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.
- (m) The proposed Special Use will not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue or relief.
- (n) The proposed Special Use will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the Village of Newark.

### **NECESSARY SUBMISSIONS**

**(Please Consult the Village of Newark Zoning Ordinance for submission deadlines)**

- Completed and Signed Application Form with Certification and Professional Fee Reimbursement Agreement.**
- Payment of fee** – The payment of any fee established by the Village Board for the proposed Special Use Permit.
- Notice** – Copy of the proposed Notice of Public Hearing.
- Other** - Information other than that identified above may be requested by the Zoning Enforcement Officer, Staff or Village President, if it is determined necessary to clearly describe the planned development.

[Signature page follows]

**CERTIFICATION**

The owner hereby authorizes, supports and consents to this request for variation, and further authorizes, agrees and consents to allow the temporary installation and display by the Village of public notice (signage) upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the preceding statements made are true and that the information provided herein is complete to best of the applicant's knowledge and belief. APPLICANT FURTHER CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND ACCURATE TO THE BEST OF APPLICANT'S KNOWLEDGE AND CERTIFIES THAT APPLICANT HAS THOROUGHLY REVIEWED THE FILING PROCEDURES AND REQUIREMENTS OUTLINED IN THE VILLAGE OF NEWARK ZONING ORDINANCE AND APPLICABLE ILLINOIS STATUTES.

**PROFESSIONAL CONSULTANT FEE REIMBURSEMENT AGREEMENT**

**APPLICANT, INDIVIDUALLY, AND AS AGENT OF ANY OWNERS OF RECORD OF ALL REAL PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION AGREES THAT HE, AND ALL RECORD OWNERS OF SAID PROPERTY, SHALL REIMBURSE THE VILLAGE OF NEWARK FOR ALL COSTS, EXPENSES AND FEES INCURRED BY THE VILLAGE FOR ITS PROFESSIONAL CONSULTANTS, ENGINEERS, ATTORNEYS AND OTHERS IN REVIEWING THIS APPLICATION AND PARTICIPATING IN THE APPLICATION PROCESS IN ANY CAPACITY.**

Signature of Owner(s)

Signature of Applicant(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

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

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