

5. REQUIRED DOCUMENTS AND MATERIALS

The following are required to be submitted with this application:

- (This) Completed and Signed Application Form**
- Plat of Survey** Date of Survey: _____
- Project Site Plan** Date of Drawings: _____
- Plan or Graphic Drawings of Proposal** (If needed, see notes)
- Non-Compliant Zoning Analysis**
- Proof of Ownership** Document Submitted: _____
- Application Fee**

Notes: Incomplete applications will not be accepted. Although some of these materials may be on file with another City application, individual City applications must be complete with their own required documents.

Plat of Survey

(1) One copy of plat of survey, drawn to scale, that accurately reflects current conditions.

Site Plan

(1) One copy of site plan or floor plans, drawn to scale, showing all dimensions.

Plan or Graphic Drawings of Proposal

A Special Use application requires graphic representations for any elevated proposal-- garages, home additions, roofed porches, etc. Applications for a/c units, driveways, concrete walks do not need graphic drawings; their proposed locations on the submitted site plan will suffice.

Proof of Ownership

Accepted documents for Proof of Ownership include: a deed, mortgage, contract to purchase, closing documents (price may be blacked out on submitted documents).

- **Tax bill will not be accepted as Proof of Ownership.**

Non-Compliant Zoning Analysis

This document informed you that the proposed change of use is non-compliant with the Zoning Code and requires a variance.

Application Fee

The application fee depends on the adopted Permit Fee Schedule (see the City's Zoning web page).

6. PROPOSED PROJECT

A. Briefly describe the proposed Special Use:

APPLICANT QUESTIONS

a) Is the requested special use one of the special uses specifically listed in the Zoning Ordinance?
What section of the Zoning Ordinance lists your proposed use as an allowed special use in the zoning district in which the subject property lies? (See Zoning Analysis Review Sheet)

b) Will the requested special use interfere with or diminish the value of property in the neighborhood?
Will it cause a negative cumulative effect on the neighborhood?

c) Will the requested special use be adequately served by public facilities and services?

d) Will the requested special use cause undue traffic congestion?

e) Will the requested special use preserve significant historical and architectural resources?

f) Will the requested special use preserve significant natural and environmental features?

g) Will the requested special use comply with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the grant of a variation?



City of Evanston DISCLOSURE STATEMENT

(This form is required for all Major Variances and Special Use Applications)

The Evanston City Code, Title 1, Chapter 18, requires any persons or entities who request the City Council to grant zoning amendments, variations, or special uses, including planned developments, to make the following disclosures of information. The applicant is responsible for keeping the disclosure information current until the City Council has taken action on the application. For all hearings, this information is used to avoid conflicts of interest on the part of decision-makers.

1. If applicant is an agent or designee, list the name, address, phone, fax, and any other contact information of the proposed user of the land for which this application for zoning relief is made: Does not apply.

2. *If a person or organization owns or controls the proposed land user*, list the name, address, phone, fax, and any other contact information of person or entity having constructive control of the proposed land user. Same as number _____ above, or indicated below. (An example of this situation is if the land user is a division or subsidiary of another person or organization.)

3. List the name, address, phone, fax, and any other contact information of person or entity holding title to the subject property. Same as number _____ above, or indicated below.

4. List the name, address, phone, fax, and any other contact information of person or entity having constructive control of the subject property. Same as number _____ above, or indicated below.

If Applicant or Proposed Land User is a Corporation

Any corporation required by law to file a statement with any other governmental agency providing substantially the information required below may submit a copy of this statement in lieu of completing a and b below.

a. Names and addresses of all officers and directors.

b. Names, addresses, and percentage of interest of all shareholders. If there are fewer than 33 shareholders, or shareholders holding 3% or more of the ownership interest in the corporation or if there are more than 33 shareholders.

If Applicant or Proposed Land User is not a Corporation

Name, address, percentage of interest, and relationship to applicant, of each partner, associate, person holding a beneficial interest, or other person having an interest in the entity applying, or in whose interest one is applying, for the zoning relief.



Special Use Information

A. GENERAL INFORMATION

1. What projects are eligible for a Special Use Permit?

Projects are eligible per zoning District. Please check the Zoning District to see if your proposed project is listed as a permitted Special Use per zoning District. The Allowed Uses by Zoning District handout is also another way to access information to see if your project is eligible to apply.

2. Who can submit an application?

The applicant must either own, lease, or have legal or equitable interest in the subject property, or must be the representative of such a person. All persons or parties which have an ownership interest in the affected properties must be identified and must sign the application. The Property Owner(s) may, at their discretion, designate another person as Applicant to act on their behalf in processing this application. In that case, the designated Applicant will be considered the primary contact, until the application is closed or the Property Owner changes the designated Applicant by contacting the Planning & Zoning Division in writing. **Standing** (§6-3-8-4):

3. How do I submit an application?

Applications must be submitted online by completing this application and submitting it and all required documents and plans via email to zoning@cityofevanston.org. Once we receive the application, you will be notified of it's acceptance and fee payment instructions will be provided.

4. What forms of payment are accepted?

Cash, Credit Card, Check.

5. Can I withdraw my application?

Yes, an application may be withdrawn any time prior to a vote.

6. Who has access to my application materials?

The application is a public document, and as such, may be reviewed by the general public upon request.

B. INFORMATION ABOUT SPECIAL USES

What is a Special Use Permit?

For each zoning district, the Zoning Ordinance identifies **permitted uses** (also called “by right” uses) and **special uses** which may be allowed depending upon the circumstances. In order to legally operate a special use, a property owner must apply for a Special Use Permit from the Planning & Zoning Division. The application is reviewed at a public hearing by the Land Use Commission (LUC), which makes a recommendation to the Planning & Development Committee and the City Council. The LUC can also recommend conditions on a granted special use. The City Council is the deciding body for all Special Uses in the City of Evanston.

The Special Use Application Process

- The City reviews the project through a Zoning Analysis (applied for separately) and determines it is eligible to apply for a special use
- The Applicant files a Special Use Application
- The City publishes a notice of the hearing in the Evanston Review, between 15 and 30 days prior to hearing.
- The City posts a sign describing the public hearing on the property no less than 10 working days before the hearing.
- The City must mail notification of the public hearing to all properties that are within 500 feet of any point on the subject property. (The applicant is responsible for the accuracy of the list used by the City for mailing this notice. The applicant can either rely on a list the City produces through its Geographic Information System or produce his or her own list of the names and addresses of property owners within 500 feet of the subject property. The Planning & Zoning Division will send to the applicant its generated mailing list. The applicant should inform the Planning & Zoning Division if any names and addresses are missing.
- The City encourages all applicants to discuss their proposal with their neighbors prior to the public hearing. The City can require a formal community meeting to be held if necessary.
- The LUC recommends denial, approval, or approval with conditions of the application to City Council;
- The Planning and Development Committee of the City Council considers the LUC's recommendation and forwards it to the full City Council with or without a recommendation;
- City Council considers the LUC recommendation and may introduce an ordinance granting the requested zoning relief;
- City Council may adopt an ordinance granting the requested Special Use Permit at the following or any subsequent City Council meeting.

The approximate time from when the Planning & Zoning Division receives a complete application to a decision is **three to four months**.

To recommend approval for a special use, the LUC must find that the proposed special use meets all of the following criteria:

- a) is one of the listed special uses for the zoning district in which the property lies;
- b) complies with the purposes and policies of the Comprehensive General Plan and the Zoning Ordinance;
- c) does not cause a negative cumulative effect in combination with existing special uses or as a category of land use;
- d) does not interfere with or diminish the value of property in the neighborhood;
- e) is adequately served by public facilities and services;
- f) does not cause undue traffic congestion;
- g) preserves significant historical and architectural resources;
- h) preserves significant natural and environmental resources; and
- i) complies with all other applicable regulations.

Expiration

Within one year of obtaining a special use permit, the recipient must either obtain a building permit and commence construction, or obtain a certificate of occupancy and commence the use. City Council may extend this one-year limitation upon request.

CONTACT INFORMATION

Community Development Department – Planning and Zoning Division
909 Davis Street Evanston, Illinois 60201
P. 847-448-4311 F. 847-448-8126 E. zoning@cityofevanston.org
www.cityofevanston.org/zoning