



# SPECIAL USE PERMIT APPLICATION

City of Columbia  
208 S. Rapp Ave.  
Columbia, IL 62236  
618.281.7144 x 105

## **Applicant Instructions:**

A Special Use permit allows developments which are listed in the Official Zoning Ordinance which have been designated "Special Uses" within particular districts. These may be uses of public benefit or service uses which, although generally considered desirable or compatible with other uses permitted as-of-right in the zoning district in which they are located, require special review. Below are mandatory requirements for the Special Use Permit Application process. The Columbia Municipal Code, Section 17.40.010 will provide additional details.

- ▶ **Application:** The following items must be submitted to the Columbia City Clerk's Office:
  - 1) **Special Use Permit Application** completed in its entirety, including **names and addresses of adjoining property owners within 250 feet** of the boundary of the property for which the Special Use Permit is being requested. This information must be obtained from the County Recorder at the Monroe County Courthouse.
  - 2) **Site Plan** as described on the attached sheet;
  - 3) **Development schedule** providing reasonable guarantees (within 12 months) for the completion of the construction.
  - 4) **Fee - \$400.00** must be submitted along with the Special Use Permit Application.
  
- ▶ **Adjoining property notification:** Not more than thirty (30) days before this application is filed with the City Clerk's Office, **the applicant must serve a written notice to the adjoining property owners.** For your convenience, A "*Notice of Special Use Request*" form has been attached to this application which applicant should complete to notify adjoining property owners. A copy of the method applicant used to delivery the notice (i.e.: **certified mail return receipt** or **personal delivery with a list of notified signatures**) must be provided by applicant at the time of submitting this application.
  
- ▶ **Planning Commission Review & Recommendation:** The Building & Zoning Office will arrange a meeting with the Planning Commission for review/recommendation of the Special Use Permit Application. Meetings are scheduled the 2<sup>nd</sup> or 4<sup>th</sup> Monday of the month. The Plan Commission shall report their recommendation to the City Council within sixty (60) days following receipt of the application.
  
- ▶ **Zoning Board of Appeals Public Hearing:** A public hearing with the Zoning Board of Appeals Committee will be scheduled. A public hearing notice with information of the Special Use Request will be published in a Monroe County Clarion at least fifteen (15) days and not more than thirty (30) days before the hearing. The Zoning Board will file their recommendation to the City Council within thirty (30) days following the public hearing.
  
- ▶ **Applicant Notification:** The applicant will be notified by U.S. mail and/or e-mail of the time and place of the Planning Commission meeting and Zoning Board of Appeals public hearing. The applicant or his duly-authorized agent must appear before the Plan Commission and Zoning Board of Appeals to present his/her case. The applicant should be able to show, by a site plan and documentary evidence that the proposed development will be in harmony with the general purpose and intent of the zoning ordinance and will not be injurious to the neighborhood or otherwise detrimental to the public welfare or investment.
  
- ▶ **Approval Process:** Once the Plan Commission and the Zoning Board have made their recommendations, the Building & Zoning Office will arrange for the request to be on following City Council agenda. In order for the Special Use Permit to be issued, a majority vote of the aldermen holding office is required. An ordinance is also required to be adopted. If all requirements are met and approved by the aldermen, an ordinance will be granted. **Approval is NOT final until Special Use Permit Ordinance has been approved by council.**

All information (1) that is requested below, (2) a site plan as described on the attached sheet, and (3) a development schedule providing reasonable guarantees (within 12 months) for the completion of the construction, and (4) fee payment, must be paid before and submitted before a hearing will be scheduled, or a review by the Planning Commission, will be conducted.

Applicants are encouraged to visit the Building & Zoning office for any assistance needed in completing this application.

I have read the information about Special Use Permit: \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## SPECIAL USE PERMIT APPLICATION

**Date of Request:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Phone #:** (     ) \_\_\_\_\_

**Address:** \_\_\_\_\_

**Property interest of Applicant:**

Owner

Contract Purchaser

Leaseholder

Other: \_\_\_\_\_

### SITE/DEVELOPMENT INFORMATION:

**1. What is the location of the property?**

**Address:** \_\_\_\_\_

Include photo copy of location on zoning map: (     )

**2. What is the legal description of the property?**

**Lot #:** \_\_\_\_\_ **Block:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**Metes and Bounds:** \_\_\_\_\_

**3. What is the present land use and zoning of the property?**

**Land Use:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**4. What is the present land use and zoning of adjacent or surrounding property?**

**Land Use:** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_

**5. Type of development for which special use permit is requested:**

a. Special Use (specify): \_\_\_\_\_

b. Planned Unit Development (A PUD requirement should be instituted for larger Projects that wish to be introduced into non-permitted-as-of-right use areas.

**6. What is development schedule?** *A development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development.*

Completion Date? \_\_\_\_\_

**7. Density** *(for residential developments only):*

Size / Area? Total Square Feet: \_\_\_\_\_ s.f. \_\_\_\_\_ acres

Number of Structures: \_\_\_\_\_ Dwelling Units Per Structure: \_\_\_\_\_

Total # of Dwelling Units : \_\_\_\_\_ Total # of Persons/Per Dev: \_\_\_\_\_

Density = Population of Development = \_\_\_\_\_ =

Acreeage of Development \_\_\_\_\_ Persons/acre

% Lot Coverage of Building/s and Required Parking: \_\_\_\_\_ %

**8. Site Plan Information:**

Building Height: \_\_\_\_\_ ft./stories Side Yard Distance: \_\_\_\_\_

Building/s Size: \_\_\_\_\_ s.f. Rear Yard Distance: \_\_\_\_\_

Building Set-back Distance: \_\_\_\_\_ ft. # of Parking Spaces: \_\_\_\_\_

Landscaping: \_\_\_\_\_ Stormwater drain: \_\_\_\_\_

Location of Ingress/Egress of residents: \_\_\_\_\_

**9. Any variance requested or required?**

(1) \_\_\_\_\_

(2) \_\_\_\_\_

**10. Names and addresses of all adjacent property owners within 250 feet** *(front, back, side across street, angled)* and present use of property *(vacant, house, etc.)* must be attached to this application. **A list of surrounding property owners must be obtained from the Monroe County Court House and attached to this application.**

11. I certify that all of the above statements/information and the statements contained in any papers or plans submitted herewith are true and accurate. *(Note - the following sentence is required for the Planning Commission or Zoning Board of Appeals members to visit the site, particularly if the site is large and can't be seen from the roadway. In addition, it is a good practice to post the special use request upon the property that is requesting the special use request. Also the special use permit is issued before the building inspector makes an inspection or issues an occupancy permit.)* I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbia for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

***(Below for office use only)***

Date set for hearing: \_\_\_\_\_

Special Use Permit No.:   SU-                  

Notice published on: \_\_\_\_\_

Newspaper (where): \_\_\_\_\_

Zoning District Classification of Property: \_\_\_\_\_

Recommendation of Plan Commission	
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved with modification
<input type="checkbox"/>	Variances
<input type="checkbox"/>	Master Plan Compliance
Date of determination: _____	

Action by Columbia City Council	
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved with modification
<input type="checkbox"/>	Approved with Variances
<input type="checkbox"/>	Approved Storm water Management
Date of determination: _____	

Recommendation of Zoning Board of Appeals	
<input type="checkbox"/>	Denied
<input type="checkbox"/>	Approved
<input type="checkbox"/>	Approved with modification
<input type="checkbox"/>	Variances
<input type="checkbox"/>	Zoning Code Compliance
Date of determination: _____	

<b>Fee: \$400.00</b>	<b>Amount Paid:</b> _____	<b>Date Paid:</b> _____
	<b>Cash:</b> _____	<b>Check #:</b> _____

Action	Date
Public Hearing Notice sent to newspaper	
Public Hearing Notice posted on bulletin board	
Sent packet to Plan Commission	
Public hearing notice sent to surrounding property owners	
Sent packet to ZBA	
Sent info to City Council	

# NOTICE OF SPECIAL USE PERMIT REQUEST

Please allow this to serve as notice of proposed special use request which will be submitted to the City of Columbia.

Note: According to the Columbia Municipal Code, Section 17.40.010 Special use exceptions, requirements and procedures, item 2.b.: Special Use Requests applicants must provide written notice to all property owners within two-hundred fifty (250) feet in each direction of subject property.

**DATE:**

---

**ADDRESS & LOCATION FOR WHICH SPECIAL USE EXCPECTION IS REQUESTED:**

---

---

---

---

**DESCRIPTION OF THE SPECIAL USE EXCEPTION REQUESTED:**

---

---

---

**NAME & ADDRESS OF OWNER/S OF THE PROPERTY FOR WHICH EXCEPTION IS SOUGHT:**

---

---

---

---

**APPROXIMATE DATE APPLICATION WILL BE FILED WITH THE CITY OF COLUMBIA:**

---

**APPLICANT CHECK LIST:**

	Submit completed Special Use Permit Application to City Clerk’s office, which also includes:
	<ul style="list-style-type: none"> <li>- a) Property owners names &amp; addresses within 250 feet of property for which variance is requested, as determined from the official tax records of the County where the property is located;</li> <li>- b) Certified mail return receipts or signature sheet showing personal delivery of written notice of special use intent to surrounding property owners listed in a) above.</li> </ul>
	- Site plan of requested project;
	- Development plan schedule
	- \$400.00 fee
	<b>Failure to submit any of the above items will result in denial of application.</b>
	Plan Commission Meeting is Scheduled
	Zoning Board of Appeals Public Hearing is scheduled
	Notice of Public hearing is published in local paper by the Building & Zoning office and a copy will be mailed to the applicant.
	Applicant to send notification of public hearing/proposed special use request to all property owners within 250 feet of proposed location of special use. Notification must be sent via certified mail return receipt or personally hand delivered. Copies of the returned receipt or a list of signatures from all surrounding property owners within 250 feet must be returned to the Building & Zoning office or at the public hearing. Proof of receipt of notification must be received at or before the public hearing, or the hearing will be cancelled.
	A vote is taken by members of the Plan Commission and Zoning Board following their respective meetings.
	Special Use Request recommendation is put on the City Council Agenda within 60 days of the Plan Commission vote and 30 days of the Zoning Board of Appeals vote.
	Applicant will be advised of date scheduled to be heard by the City Council.
	Recommendation of members of the Plan Commission and Zoning Board is presented by the Building Commissioner to the City Council Aldermen at the scheduled City Council meeting and a vote is taken by the Aldermen.
	If approved by the Aldermen, an ordinance showing approval will be written.
	The ordinance granting the Special Use Request will be put on the agenda for the following City Council Meeting.
	Applicant will be informed of date scheduled for ordinance to be reviewed and approved or disapproved by the City Council.
	Alderman review ordinance at City Council Meeting and a vote is again taken to approve or disapprove.
	If ordinance is approved by the City Council, ordinance is granted.
	The Special Use Permit is granted only if all of the above steps have been followed and approved. At which time a copy of the approved & signed ordinance will be issued.