



# SPECIAL USE APPLICATION

(See Instructions & Requirements on Page 4)

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

Special Use Permit #: \_\_\_\_\_

1. Applicant Information:			
<b>Name:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>Email:</b>			

2. Property Interest of Applicant:			
Property Owner	Contract Purchaser	Leaseholder	Other:

3. Property Owner Information (if different than applicant):			
<b>Name:</b>		<b>Phone #:</b>	
<b>Address:</b>			
<b>Email:</b>			

## SITE / DEVELOPMENT INFORMATION

4. What is the location of the property?	
<b>Address:</b>	

5. What is the legal description of the property? <i>If the description is by metes and bounds, please attach to the application.</i>					
<b>Lot #:</b>		<b>Block:</b>		<b>Subdivision:</b>	

6. What is the present land use and zoning district of the property?	
<b>Land Use:</b>	
<b>Zoning District:</b>	

7. What is the present land use and zoning district of adjacent or surrounding property?	
<b>Land Use:</b>	
<b>Zoning District:</b>	

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

9. What is development schedule? <i>A development schedule shall be attached to this application providing reasonable guarantees for the completion of the proposed development.</i>	
<b>Completion Date:</b>	

**10. Development Information:**

Size / Area? Total Square Feet:		Acres:	
Number of Structures:		Dwelling Units Per Structure:	
Total # of Dwelling Units :		Total # of Persons/Per Dev:	
% Lot Coverage of Building/s		Required Parking:	

**11. Site Plan Information** *(additional site plan requirements are listed on page 4):*

Building Height: (ft. / stories)		Side Yard Distance:	
Building/s Size: (s.f.)		Rear Yard Distance:	
Building Set-Back Distance: (ft.)		# of Parking Spaces:	

**12. A list of 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.)* is attached to this application. **This list of surrounding property owners must be obtained from the Monroe County or St. Clair County Courthouse.**

Yes                      No

**13. 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 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 (Mandatory)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (Mandatory)

\_\_\_\_\_  
Date

**Office Use Below**

<b>PAYMENT</b>			
<b># of mail recipients = _____ X \$10.00 =</b>			<b>Cash:</b> _____
	<b>+ \$350.00</b>		<b>Check #:</b> _____
<b>Amount Due =</b>			<b>Credit Card:</b> _____
			<b>Date Paid:</b> _____

**Public Hearing Date:** \_\_\_\_\_

**Notice sent to surrounding property owners on:** \_\_\_\_\_

**Notice published in the Republic Times on:** \_\_\_\_\_

**Notice posted on bulletin board/window & website on:** \_\_\_\_\_

<b>Recommendation of Plan Commission</b>	
	Denied
	Approved
	Approved with modification
Date of determination:	

<b>Action by Columbia City Council</b>	
	Denied
	Approved
	Approved with modification
Date of determination:	

# CITY OF COLUMBIA, ILLINOIS

## INSTRUCTIONS & REQUIREMENTS FOR SPECIAL USE PERMIT APPLICATION

A Special Use permit allows uses or structures listed in the Zoning Ordinance as “Special Uses” within particular districts. Below are mandatory requirements for the Special Use Application process. The Columbia Municipal Code, Section 17.40.010 provides additional details.

- ▶ **Pre-Application Meeting:** It is recommended (but not required) that applicants schedule a pre-application meeting with the Community Development Department prior to submitting an application.
- ▶ **Application:** The following items must be submitted to the Community Development Office:
  - 1) **Special Use Permit Application** completed in its entirety, including **names and addresses of all 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 or St. Clair County Courthouse, whichever is applicable.
  - 2) **Site Plan to include:**
    - a. Site address, owner name, north arrow, reference scale, scale bar, and legend. Reference scale shall be at an appropriate scale, portrayed as 1 inch = X feet (shown at a 10-foot increment). Drawings shall be oriented north, except when impractical.
    - b. Subject lot and adjacent lot property boundary lines and setback lines with dimensions.
    - c. Existing and proposed zoning and uses on the subject lot and adjacent lots.
    - d. Edge of pavement for streets and sidewalks.
    - e. Sight triangles, access controls, and easements, with dimensions.
    - f. Existing and proposed structures on the subject lot and adjacent lots. Those on the subject lot shall be labeled with dimensions, number of floors, gross floor area, and height.
    - g. Existing and proposed off-street parking, loading and driveway areas on the subject lot.
  - 3) **Development Schedule** providing reasonable guarantees for the completion of construction or commencement of the proposed Special Use within 12 months.
  - 4) **Fee: \$350.00 + \$10.00 per property** located within the 250-foot notification area. The fee must be paid before the Special Use Permit Application will be accepted.
- ▶ **Planning Commission Public Hearing & Recommendation:** The Community Development Office will schedule a public hearing with the Planning Commission for review/recommendation of the Special Use Application. The applicant or duly-authorized agent must appear before the Plan Commission to present his/her case. Meetings are scheduled the second Monday of the month. All interested members of the public will have the opportunity to comment on the request. Upon completion of the Public Hearing, the Plan Commission will consider the request and make a recommendation to the City Council.
- ▶ **Applicant & Property Owner Notification:** At least fifteen (15) days, but not more than thirty (30) days after this application is filed, **the Community Development Department will serve a written notice of the Special Use request and Public Hearing to the applicant and all property owners** within 250 feet of the subject property. The notices are sent by certified mail and the applicant will be charged \$10 per property as part of the filing fee.
- ▶ **Public Hearing Notice Publication:** A public hearing notice with information of the Special Use Request will be published in the Republic-Times at least fifteen (15) days and not more than thirty (30) days before the hearing.
- ▶ **Approval Process:** Once the Plan Commission has made its recommendations, the Community Development Office will arrange for the request to be on the following Committee of the Whole agenda. The request will then be scheduled for the next City Council meeting for official action. In order for the Special Use Permit to be issued, the City Council must approve the adopting ordinance by a majority vote of all aldermen holding office. **Approval is NOT final until Special Use Permit Ordinance has been approved by the City Council.**