



SPECIAL USE PETITION PROCEDURES

1. Petitioner files petition, including all necessary attachment and evidence. The petition fee of \$120.00 is due at this time. Checks should be made payable to "City of Lincoln" and indicate on them that they are in payment for a Special Use petition.
2. Petitioner files copy of petition with the Logan County Soil & Water Conservation District for a Section 22.02a review. The District office is located at 1630 5th Street. This step may be deleted depending on the request. Check with the Zoning Office.
3. Zoning Office reviews the Special Use petition to ensure all necessary information is included. Zoning Office then determines a hearing date for the Special Use petition and prepares a Public Notice and causes it to be published in the Lincoln Courier at least fifteen (15) but not more than thirty (30) days prior to the hearing.
4. Simultaneously, the petitioner must serve written notice by registered mail at least fifteen (15) days prior to a hearing to all owners, as recorded in the office of the County Collector, of all property within 150 feet of the tract for which the Special Use is requested, excluding, however, streets and alleys. Mailings should include at least a copy of the public notice prepared by the Zoning Enforcement Officer and be mailed so that the owners will receive the letter of notice in the same 15 to 30 day notification period. The petitioner shall provide to the Zoning Office a certified list of those served or the return receipts before the public hearing.
5. Objections to the Special Use petition may be filed up to and including the day of the public hearing. Supporting petitions and letters may also be filed. All must be filed with the City Clerk.
6. A Public Hearing is held by the Plan Commission. The hearing is held in the City Council Chambers in City Hall at the time and night indicated in the Public Notice. This will usually be the third Thursday of the month. The Plan Commission hears the petition and considers all evidence and the standards on pages 2-3. The Plan Commission votes to recommend approval or denial of the petition to the City Council. A vote of seven members is required to pass this recommendation. The Public Hearing may however be continued if additional evidence or consideration is needed. Conditions may be attached to approval to ensure adequate compliance.
7. The City Council reviews the Special Use petition at its next committee meeting, held the second and fourth Tuesdays at 7:00 p.m. After this report to the committee meeting, the Special Use petition can be reviewed at the following regular meeting. Final action can only be taken at a regular City Council meeting. These are held the first and third Mondays at 7:00 p.m. Petitioner should expect to attend these meetings to answer any final questions. In case of formal filed objections, a 2/3rds vote of the Council is needed to approve the Special Use petition. In case of a Plan Commission recommendation, the Council shall not approve the petition without a favorable vote of nine (9) members of the City Council.
8. Petitioner may apply for building permit to proceed after approval by the City Council.



SPECIAL USE PETITION

City of Lincoln, Illinois
Lincoln Plan Commission

Date _____

Applicant Name: _____

Address: _____

State: _____ Zip: _____ Telephone No: _____

Owner Name: _____

Address: _____

State: _____ Zip: _____ Telephone No: _____

Address at which Special Use requested _____

Legal Description _____

Names & Addresses of Property Owners to be Notified:

BRIEF SUMMARY OF SPECIAL USE REQUESTED (DETAILS TO BE PROVIDED ON PAGE 2)

SPECIFY ORDINANCE SECTION, DISTRICT, SPECIAL USE REQUESTED: _____

CLEARLY EXPLAIN THE SPECIAL USE REQUESTED IN DETAIL. PROVIDE QUANTITATIVE DETAILS, IF APPLICABLE, REGARDING LOT SIZE SETBACKS, PARKING, ETC. SKETCHES, PHOTOS, AND APPROPRIATE EVIDENCE SHOULD BE INCLUDED. ATTACH ADDITIONAL PAGES AS NECESSARY.

NO SPECIAL USE SHALL BE RECOMMENDED FOR APPROVAL BY THE PLAN COMMISSION UNLESS THERE IS A CONCURRING VOTE OF A MAJORITY OF ALL MEMBERS REGARDING FINDINGS OF FACT. CLEARLY EXPLAIN HOW THE SPECIAL USE REQUESTED MEETS EACH OF THE FOLLOWING FINDINGS OF FACT STANDARDS:

1. 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.

2. The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted nor substantially diminish property values within the neighborhood.

3. 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.

4. Adequate utilities, access roads, drainage or necessary facilities have been or will be provided.

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- 5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

- 6. The Special Use is necessary for public convenience at this location.

I (We) certify 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.

Signature of Applicant _____ Date _____

_____ Date _____

Signature of Owner _____ Date _____

REVIEW RECORD – FOR OFFICE USE ONLY!

Date Filed _____

Date Published _____

SWCD Letter Received _____

Objections Filed _____

Notice Certification Received _____

Hearing Date _____

LPC Recommendation & Conditions:

Final City Council Disposition, Date and Action: