



SUBMISSION REQUIREMENTS AND APPLICATION FOR CONDITIONAL USE TO THE CITY OF WAUKEGAN, ILLINOIS ZONING ORDINANCE

SUBMIT TO: City of Waukegan Department of Planning and Zoning, 100 N. Martin Luther King, Jr. Avenue, prior to the 15th of the month in typed, signed, completed and notarized form in order to be placed on the agenda for the following month. The following are required to be submitted to the Plat Administrator:

1. Forty-two (42) sets of **TYPED, COMPLETED, SIGNED** and **NOTARIZED** applications are **REQUIRED**. Re-typed forms are **NOT** acceptable. Included with each of the applications will be the proposed site plan **AND** survey of the subject property showing ALL existing structures, proposed structures, parking arrangements, sidewalks, landscaping, loading/unloading spaces, fences, easements, sewer and water facilities, lighting and other information as required by the Department of Planning and Zoning (8½" x 14" maximum).
2. Application fee, payable to the "City of Waukegan". Please confirm with the Department of Planning and Zoning the applicable fee.
3. Three (3) Plats of Survey of the property (done by a State of Illinois Registered Land Surveyor).
4. A Lake County tax map(s) showing ALL properties within 300 feet of the subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois (847) 377-2373. A red line must denote the 300-foot limit and the boundary of the subject property.
5. A typed listing of all **CURRENT** property owners, including full names, mailing addresses and the Parcel Identification Number (P.I.N.) of all properties, which are partially or entirely within 300 feet from the edge of the subject property proposed for a Conditional Use. This information can be obtained from the County of Lake.

PROCEDURE:

1. Submittal Conference. Prior to filing a formal application for approval of a conditional use, the applicant **MUST** request a submittal conference with the Plat Administrator at least a week prior to the application deadline to review documents. The purpose of such conference is to confirm that the application is complete and that there are no materials missing from the submittal. If materials are missing, this gives the petitioner additional time before the submission deadline passes.
2. Applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Development Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not more than 45 days nor less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
3. The applicant or his agent is **REQUIRED** to attend the Development Commission's public hearing whenever the proposed Conditional Use is scheduled to be heard (the second Tuesday of the month after the application is received (if received prior to the 15th of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM. The Development Commission will do one of the following at the public hearing:
 - A. Recommend approval of the petition to the City Council.
 - B. Recommend denial of the petition to the City Council.
 - C. Hold the petition over until the next meeting.

Once "A" or "B" is made, the issue will be placed on the next Judiciary Committee meeting of the City Council (consisting of 5 of the 9 aldermen), which meets at 6:30 PM on the first Monday of the month, in the Council Chambers. Applicants are **REQUIRED** to attend to answer any potential questions the Judiciary Committee members may have. The Judiciary Committee at this meeting will do one of the following:

- A. Recommend approval of the petition to the City Council.
- B. Recommend denial of the petition to the City Council.
- C. Hold the petition in Committee.

Once "A" or "B" is made, the issue will go before the full City Council, which meets at 8:00 PM the same night. The City Council will do one of the following:

- A. Make a motion to have Corporation Counsel draft an appropriate ordinance to approve the petition for Conditional Use.
- B. Deny the petition for Conditional Use.
- C. Hold the petition over until the next meeting.
- D. Send the petition back to the Judiciary Committee for further consideration.

If "A" is made, the drafted ordinance will come before the full City Council at the next meeting (normally 8:00 PM on the first Monday of the following month). At this meeting, the City Council will do one of the following:

- A. Adopt the ordinance as drafted.
- B. Hold the item until the next meeting.
- C. Send the item back to the Judiciary Committee.
- D. Deny the ordinance for Conditional Use.

If the item is adopted as an ordinance, the Conditional Use has been finalized. At this point, the "new" zoning requirements and uses are legal and the petitioner can proceed to establish the permitted uses, including applying for building permits.

3. Notice of the time and place of the Development Commission hearing for the proposed Conditional Use will be published in a local newspaper (The News-Sun). All property owners within 300 feet of the subject property will be mailed notice of the proposed Conditional Use and the time and place of the Development Commission hearing.

TO BE COMPLETED BY APPLICANT

Application is hereby made by:

Full Name of Petitioner: _____

Street Address: _____
(Suite or Apt. #)

City, State and Zip: _____
(City) (State) (Zip)

Phone Number with Area Code: (____) _____

Proof of Standing. Subject to the provisions of the City of Waukegan Zoning Ordinance, provide proof of ownership for the property for which the Conditional Use is being sought. A copy of the **most current** deed or title insurance policy will be sufficient. Proof of ownership **must** be attached to this petition in a form acceptable to the City Attorney. If the owner is not filing the petition, then proof that the owner(s) have granted permission for the filing along with their ownership documents **must** be attached to this petition and verified by the owners. The petitioners must state their relationship with the owner(s) in this petition (i.e. contract buyers, option holders, etc.).

Petitioner is: _____ Title Holder
_____ Contract Purchaser
_____ Agent or Attorney
_____ Other (Attach necessary verification)

Street Address or General Location of Subject Property: _____

FULL Legal Description of Property (attach separate sheet if necessary): _____

Lake County Permanent Identification Number(s) (P.I.N.) List **ALL**:

Existing Zoning Classification: _____

Existing Use of Property: _____
(Vacant - Residence - Store - Office - Factory - Etc.)

Lot Size: Length: _____ Width: _____ Area (sq. ft.): _____ Acres: _____

Proposed Conditional Use Request: _____

TO BE COMPLETED BY APPLICANT

I (We) _____ certify that all of the above statements and the
(typed name)

statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant
(Print name)

Signature of Applicant - Date

Name of Applicant(s)
(Print name)

Signature of Applicant(s) - Date

Name of Property Owner
(Print name)

Signature of Property Owner - Date

Name of Property Owner(s)
(Print name)

Signature of Property Owner(s) - Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE CONDITIONAL USE PROCESS AND THE DEVELOPMENT COMMISSION HEARING PROCESS.

Subscribed and sworn to before _____, a Notary Public in and
for _____ County, State of _____, this _____ day
of _____, 20_____.

(SEAL)

Notary Public

