

VILLAGE OF BISMARCK, IL
SPECIAL USE PERMIT APPLICATION PROCESS

A. Procedure:

1. Property owner or his/her agent shall meet with the Village or the Zoning Administrator to discuss a request for a Zoning Permit, obtain a Special Use Permit Application Form, and present preliminary information.
2. Petitioner shall file completed application form, to include Zoning Permit (attached – 2 pages) and Special Use Permit Application (attached), required site plans and exhibits with the Village or Zoning Administrator and pay to the Village Clerk a filing fee of \$25.00 (twenty-five dollars) 20 days prior to the hearing.
3. The Petitioner shall provide names and addresses of all property owners or current occupants within 250 feet of the outer boundaries of the property in question to the Village or Zoning Administrator at least 15 days prior to the Planning Commission Meeting. Upon request, the Village may provide names and addresses of neighboring property owners or current occupants within 250 feet of the outer boundaries of the property in question.
4. The Petitioner shall provide a petition letter to all property owners or current occupants within 250 feet of the outer boundaries of the property in question. Proof of receipt of letters to property owners or current occupants must be submitted to the Village, Zoning Administrator, or the Planning Commission with application packet. Proof of receipt may be provided by a) certified mail receipt or b) a signed petition letter prior to the Planning Commission Meeting. Any costs incurred in this process are the responsibility of the Petitioner.
5. A Public Hearing Notice shall be published in a local newspaper of general circulation at least 15 days and no more than 30 days prior to the hearing. The Public Hearing Notice form (attached) and receipt of transaction, which is obtained from the newspaper by the Petitioner upon request, shall be furnished to the Village, Zoning Administrator, or the Planning Commission prior to the hearing. Any costs incurred in this process are the responsibility of the Petitioner.
6. The Planning Commission will make a recommendation to the Village Board for approval, conditional approval, or denial of the proposed Special Use Permit.
7. If proposed Special Use Permit requires action by the Subdivision Committee, all applicable regulations and procedures must be adhered to before final action is taken by the Village Board.
8. Special Use Permits requested for Planned Unit Developments must be submitted to the Planning Commission prior to Village Board action
9. The Village of Bismarck Board shall have final action on the Special Use Permit.

B. Required Exhibits:

A site plan shall be provided, along with supporting materials to describe:

1. All required yards
2. Location of proposed buildings
3. Location of principal signage, along with conceptual designs
4. Location and design of access ways, parking areas, and landscaping
5. Description of business operations, including hours, products, market area, traffic volumes, and timetable for development
6. Description of surrounding zoning
7. Letter for the title holder of the property concurring with the Special Use Permit

C. Changes Subsequent to Approval:

If applicant desires to amend the plans, he/she shall contact the Chairman of the Planning Committee. If the Chairman deems the amendments to be “significant”, he/she shall arrange to have the application resubmitted to the appropriate committee and to the Village Board for their approval, rejection, or conditional approval.

D. Termination:

1. A Special Use Permit shall be granted for a specific category or use at a specific location and under specific conditions. Any significant change in the specific use or conditions shall be deemed a violation of the Ordinance. Additionally, if the specific use is discontinued at the approved address, the Special Use Permit shall be determined.
2. Once a Special Use Permit is approved for a specific location, the Permit shall be considered permanent, provided the provisions of the Ordinance are complied with. No permit renewal is required. However, the Village retains the authority to inspect the premises to ensure that the conditions for permit approval are still in compliance.

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**VILLAGE OF BISMARCK, IL
SPECIAL USE PERMIT APPLICATION FORM**

Before the Planning Commission of the Village of Bismarck, Illinois:

1. Name of Applicant (including beneficiaries of Trusts):

2. Address of Applicant: _____

Phone Number: _____

3. Legal Description: _____

4. Type of Special Use being requested: _____

This application will be brought before the Planning Commission and the Board of Trustees, with a request that the above use be allowed under Special Uses, Village of Bismarck Zoning Ordinance as adopted September 18, 2001.

I hereby certify that the above listed information is true and correct and that I understand and will follow the rules and regulations set forth in the Special Use section of the Village of Bismarck Zoning Ordinance, if the application is approved by the Planning Commission and the Board of Trustees.

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Signature of Applicant

Subscribed and sworn to before me this

_____ day of _____, 20____.

Notary Public Fee Paid: _____

**VILLAGE OF BISMARCK, IL
SPECIAL USE PERMIT PUBLIC HEARING NOTICE**

BEFORE THE PLANNING COMMISSION of the Village of Bismarck, Illinois, in the matter of the Petition of:

Petition #: _____

TAKE NOTICE THAT ON THE _____ day of _____, 20_____, (state meeting location) of the Village of Bismarck, Illinois, at (state meeting time), there will be a hearing regarding a petition as set forth above, in connection with the tract of land known as:

(State Legal Description Below)

Common Address: _____

Type of Use Requested:

C

To be in accordance with the Village of Bismarck Zoning Ordinance passed by Village of Bismarck Board September 18, 2001.

Petitioner