



**Rock  
Island  
County**

**ZONING & BUILDING SAFETY**

ZONING BOARD OF APPEALS

**SPECIAL USE PERMIT**

**APPLICATION**

AND

**INSTRUCTIONS**



# Special Use Permit Application

Return Completed Form To: Zoning & Building Safety Dept, 1504 3rd Ave., Room 305, Rock Island, IL 61201

## INTRODUCTION & INSTRUCTIONS

The information contained in this package is to help you become familiar with the various requirements which must be met before an application for a Special Use Permit is accepted and also to prepare you to provide testimony and address any questions which might be raised at the public hearing at the Zoning Board of Appeals (ZBA).

Illinois Compiled Statutes, Chapter 55, Section 5/5 -12009.5 contains statutory provisions relating to Special Use Permits. Once your application is accepted, the entire appeal process generally takes approximately 30 to 45 days to complete. Careful and proper preparation of your application is essential and, in the long run, you will save considerable time and expense for both yourself and the County. If you should have any questions, please feel free to contact the Rock Island County Zoning & Building Safety Department at (309) 558-3771. If you wish to visit the office to discuss your application, please call ahead for an appointment.

### What is a Special Use Permit?

The County is divided into zoning districts, within which districts the use of land and buildings and the bulk and location of buildings and structures in relation to the land are substantially uniform. It is recognized, however, that there are certain uses that may have unique, special or unusual impact upon the use or enjoyment of neighboring property and planned developments and cannot be properly classified in any particular district or districts, without consideration in each individual case. A use may be permitted in one or more zoning districts and a Special Use in one or more other zoning districts. Such cases are classified in this Resolution as "Special Uses" and fall into two (2) categories:

- Uses publicly operated or traditionally affected with a public interest; and
- Uses entirely private in character but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facilities.

### Before Filing the Application

Talk with the Zoning Administrator regarding the feasibility of the proposed use. Is your plan compatible with existing County plans and ordinances? Will your application meet the standards for approval as required under the Zoning Ordinance? What type of requirements and/or restrictions would apply? Are there other local, state or federal agencies that may have jurisdiction?

Determine the amount of land you will need to accommodate your plan(s). Don't underestimate the amount of land needed. For commercial or industrial uses, you need to consider land necessary for screening/landscaping/previous surface, off-street parking, stormwater management facilities, building setback and yard areas, sewage disposal area(s), etc. For a dwelling, consider setback and yard area requirements, septic system area(s) and well location (separation between well and septic system absorption field), the size of house being contemplated, and future plans (deck, sunroom, porch, swimming pool, detached garage/storage building, etc.)

Do your due diligence, investigate the area. Find out if there are existing land uses in the area that may not be compatible with your plans, such as a race track (which may not be in operation when you visit the site, but can create considerable noise and traffic on race days), an animal feeding operation, etc. Even if adjoining land or land in the area is currently vacant, find out what the potential uses are. Don't open yourself up to a surprise down the road.

Check with the appropriate highway authority (IDOT, County Engineer or Township Road Commissioner) to determine if safe access to a public highway or road is possible. Ask the appropriate highway authority about any future roadway improvement plans. A major road/highway project could create an inconvenience for a period of time, limit access to your site, or require a portion of your site to be dedicated for road/highway purposes.

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Check the Rock Island County Soil Survey to determine the general condition of soils on the site and if the soils are compatible with the intended use(s) of the site. You may seek assistance in interpreting the Soil Survey from the Soil & Water Conservation District or an engineer.

Check the Rock Island County, IL Flood Insurance Rate Maps (published by the Federal Emergency Management Agency [FEMA] and maintained at the Zoning & Building Safety Department) to determine if the site is located in a FEMA-designated Special Flood Hazard Area (SFHA). Flood insurance may be required as a condition of obtaining a mortgage if even a portion of the site is located in a SFHA.

If the site is within 1.5 miles of the boundary of an incorporated city or village and the city/village has an adopted Plan ("master plan" or "comprehensive plan"), it may exercise its extra-territorial jurisdiction. Therefore, you should check with the city/village to determine if your plan(s) are compatible with the city/village plan(s), and if any additional requirements may apply. If subdivision approval is necessary, the city/village may also enforce its subdivision regulations within its 1.5 mile extra-territorial planning area.

Make sure that adequate public services (including, but not necessarily limited to fire, ambulance and police protection, schools, water supply and sewage disposal) are available or can be reasonably supplied to serve the proposed use(s).

Contact the neighbors and let them know your plans. Their feedback can be very helpful. They may even know important details about the site that you would not otherwise have known.

## Filing the Application

The following documents, information, and the correct filing fee must be submitted in proper form before any application will be accepted for processing.

- The Application: The application is two parts. The first is Section A of this document explaining more detail your property. The second part is a form auto-generated by staff within the office permit program. The Special Use Permit process cannot begin without the application being fully completed by the appellant and submitted to the Zoning & Building Safety Department. It is extremely important that the application be filled out completely.
- Owner's Consent: The owner shall consent to allow staff & the ZBA to enter upon the property described on this application for the purpose of inspection and determining the appropriateness of the petition. See Appendix A.
- Disclosure of Interest: Whenever applicable, See Appendix B, for the following disclosures must be made:
  - When the applicant is a land trust or trustee of a land trust, the application shall identify each beneficiary of such land trust by name and address and define each beneficiary's interest therein. All applicants shall be verified by the applicant in his or her capacity as trustee.
  - When the applicant is a corporation, the applicant shall include the correct names, addresses and percent interest of all stockholders or shareholders owning any interest in excess of 20 percent of all outstanding stock of such corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.
  - When the applicant is a business entity doing business under an assumed name, the application shall include the names and addresses of all true and actual owners of such business or entity.
  - When the applicant is a partnership, joint venture, syndicate, or an unincorporated voluntary association, the application shall include the names and addresses of all partners, joint ventures, syndicate members, or members of the unincorporated voluntary association.
- Conceptual Operations Plan: The intent of the conceptual operations plan is to provide information to help both the applicant and decision makers evaluate the feasibility of a proposed land use change according to development plans, policies, existing and projected development activities, and zoning and/or subdivision regulations. This plan should encourage the discussion of basic problems and questions related to the proposed change prior to approval and expenditure funds for detailed development plans by the applicant.

- Site Plan: A site plan shall be provided as a supplement to the Conceptual Operations Plan showing all existing and proposed buildings and structures on the site with pertinent setback lines. This should be drawn to scale on no larger than 11"x17" and be reproducible. This may include: Traffic circulation pattern (arrows illustrating direction of traffic flow); Parking and loading areas and individual berths; Proposed sewerage and water systems; Placement of exterior lighting; Landscaping, existing and proposed; General surface water drainage patterns, ponding areas, SFHA, etc.
- The Standards: For the special use permit to be approved, the ZBA must find that the request meets the standards set forth in the ordinance. Each standard is listed, explain how your request meets each standard. See Section B.
- Application Fee: The application fee is based on the number of acres where the use will take place. The fee starts at \$400.00 and shall be paid at the time of filing an application. This includes the cost of publishing the notice in the newspaper.
  - Also, at the time of application a fee will be collected for your Land Evaluation and Site Assessment (LESA) review that will be performed by the Rock Island County Soil & Water Conservation District (RICSWCD). This fee is \$400.00 plus \$15.00 per acres over 5 acres.
  - These are application fees and are not refunded if your request is denied.
- LESA: The Land Evaluation and Site Assessment (LESA) System has been designed to provide a rational process for assisting local officials in making farmland conversion decisions through the local zoning process. The system will be used by the staff of Rock Island County, USDA Natural Resources Conservation Service (NRCS) and the Rock Island County Soil and Water Conservation District (RICSWCD) when reporting to local hearing bodies and elected officials concerning petitions to allow the conversion of farmland to non-agricultural uses.
- Endangered Species: Consult with the Illinois Department of Natural Resources (IDNR) pursuant to Section 11(b) of the Illinois Endangered Species Protection Act [520 ILCS 10/11] and Section 17 of the Illinois Natural Areas Preservation Act [525 ILCS 30/17]. Please see page 12 regarding natural resources consultation with the Illinois Department of Natural Resources and the EcoCAT tool. See Appendix C

## After the Application is filed and Before the Public Hearing

Upon receipt of an application, the Department begins processing of said application and preparing the file. Letters of notification are prepared and sent to the Township Supervisor and the County Board member representing the township or district of the subject site, to all property owners whose property adjoins the subject site property lot lines, to any other person or entities required by law, and any city or village within 1.5 miles. A public notice is prepared and published in a local newspaper at least fifteen (15) days prior to the public hearing with the ZBA. A Staff Report is completed prior to the meeting of the ZBA.

## The Public Hearing

This is where all testimony will be taken. The public hearing is generally held approximately five weeks after an application is accepted and filed. The time of the hearing is scheduled by the ZBA, and the hearing is held in the Rock Island County Office Building or other location designated by the ZBA.

## After the Public Hearing

Once the public hearing is concluded, the ZBA may make its recommendation on the day of the hearing after the testimony has concluded or it may take the application under advisement and make its determination at a continued meeting date. The decision is advisory only and does not constitute a final binding decision. This recommendation will be made to the Public Works and Facilities Committee. Their recommendation will place the recommendation on the agenda of the County board for the final, binding decision.

**Again, the entire process generally takes from 30 to 45 days to complete from the date the application is filed.**

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## SECTION A – SUPPLEMENTAL APPLICATION

**1. Name(s) of Property Owner(s):** \_\_\_\_\_

(Must be the legal names of all owner(s) with a 20% or more interest in the property. See Appendix A & B)

Address: \_\_\_\_\_  
(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (E-mail) \_\_\_\_\_

**2. Petitioner (if different from owner):** \_\_\_\_\_

(Must be the legal names of all owner(s) with a 20% or more interest in the property. See Appendix B)

Address: \_\_\_\_\_  
(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (E-mail) \_\_\_\_\_

**3. Contact Person (if different from owner):** \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (E-mail) \_\_\_\_\_

**4. Property Information:**

Property Address: \_\_\_\_\_

Political Township: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_ Range: \_\_\_\_\_

PIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

PIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

PIN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Parcel Size: \_\_\_\_\_ Zoning Classification: \_\_\_\_\_

Surrounding Zoning Classifications:

North: \_\_\_\_\_ East: \_\_\_\_\_ South: \_\_\_\_\_ West: \_\_\_\_\_

Land Use – Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

School District(s): \_\_\_\_\_, \_\_\_\_\_

Fire Protection District: \_\_\_\_\_

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## 5. Conceptual Operations Plan

Include a written description of the main proposed use that also includes the following information:

- Number of customers/clients/users
- Proposed hours of operation
- Traffic circulation pattern & impacts
- Parking and loading areas
- Outdoor Storage areas (if any)
- Proposed Signage
- Number of employees
- Increases of lighting & noise
- Land coverage and impervious surfaces
- Any other pertinent details



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## SECTION B - STANDARDS FOR GRANTING A SPECIAL USE PERMIT

The Zoning Board of Appeals shall not grant a Special Use Permit, unless there is specific evidence presented to it in each specific case that the standards for a Special Use Permit are met. (See Rock Island County Code of Ordinances, Section 3-2-6.3.F.)

**THE STANDARDS.** In order for the Board to make these Findings (these determinations), you must demonstrate to the Zoning Board of Appeals all of the following:

***(1) That 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;***

Please explain how this use will not be detrimental or endanger the health, safety, morals, comfort, or general welfare of the neighborhood. How will the use be designed, located, or proposed so that it will not disturb the surrounding neighborhood. How will this use be similar to other uses in the area?

***(2) That 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 and impair property values within the neighborhood, and will be located and operated to minimize incompatibility with the character of the surrounding area and to minimize the effect on the value of the surrounding property. The applicant need not demonstrate complete compatibility, but the applicant shall demonstrate reasonable efforts to minimize incompatibility;***

Please explain how this use will not injure the use and enjoyment of other properties in the area. What effect, if any, will the use have on neighboring property values? Explain the efforts, if any, that will be taken to blend the use with the character of the area. Compare and contrast your property and the proposed use with others in the area. What efforts can be taken to reduce these risks and make the use blend in with the neighborhood? What measures will you take to minimize any harmful or negative aspects that result from the proposed special use?



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***(3) That 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 districts;***

Please explain in detail the effects this use will have on future development of the area.

***(4) That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided;***

Please explain what types of utilities, access roads, drainage and necessary facilities are available to your site, what types of are needed for your proposed use, and how you plan to provide for those that are not readily available.

***(5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;***

Please explain how you will minimize increases to traffic congestion and circulation problems. Also, explain ways that access issues will be improved due to the design, locations, or specific proposed use.



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***(6) That the plan of operations for the Special Use is designed to minimize the danger to the surrounding area from fire or other operational accidents; and***

Please explain what actions you are taking to minimize the danger to the surrounding area from fire or operational accidents. Operational accidents could include spills for dangerous chemicals, gasses, etc.

***(7) That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the County Board.***

Please explain aspects of the proposed use that may not conform with regulations of the zoning district or other portion of the zoning ordinance. What types of conditions could be placed to limit the affect to neighboring properties and make the use blend?



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## SECTION C – PETITIONER’S CERTIFICATE

I hereby attest that I understand the request and consent to the filing of the petition and consents to the Rock Island County Zoning Administrator or his/her designee(s) and the Zoning Board of Appeals permission to enter upon the property described on this application for the purpose of inspection and determining the appropriateness of the pending proposed petition, and hereby release such person from any liability based in whole or in part on the inspection of the site in question.

## AFFIDAVIT

STATE OF ILLINOIS } } SS  
COUNTY OF ROCK ISLAND }

Before me, the undersigned Notary Public, in the County of \_\_\_\_\_, State of \_\_\_\_\_, personally appeared \_\_\_\_\_, who, being duly sworn upon his oath deposes and says: \_\_\_\_\_ (Print Name)

I (we) hereby certify that all the facts and statements made in this petition are true to the best of my knowledge, and that there are no restrictions, covenants or limitations which are filed of record in Rock Island County, Illinois, which limit or effect the request that we are submitting.

Signature of Petitioner

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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## Notary Public



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## APPENDIX A - OWNER'S CONSENT

**RE: Application/Permit/Case Number:** \_\_\_\_\_

I (print property owner's name) \_\_\_\_\_

understand that (print applicant name) \_\_\_\_\_

is petitioning for a(n) (explain request) \_\_\_\_\_

at (list address) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_;

Parcel ID (s): \_\_\_\_\_

with the Rock Island County Department of Zoning & Building Safety.

I hereby attest that I understand the request and consent to the filing of the petition by the applicant listed above and consents to the Rock Island County Zoning Administrator or his/her designee(s) and the Zoning Board of Appeals permission to enter upon the property described on this application for the purpose of inspection and determining the appropriateness of the pending proposed petition, and hereby release such person from any liability based in whole or in part on the inspection of the site in question.

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Owner's Signature

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Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Notary Public

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## APPENDIX B - DISCLOSURE OF INTEREST

RE: Application/Permit/Case Number: \_\_\_\_\_

**1. Statement of Status:**  Applicant  
(circle one or both)  Owner

**2. Type:**

- Individual(s)
- Alter Ego or representative of Individual(s). List names of the actual true principal.
- Land Trust. The applicant is a land trust or trustee of a land trust, the application shall identify each beneficiary of such land trust by name and address and define each beneficiary's interest therein. All applicants shall be verified by the applicant in his or her capacity as trustee.
- Corporation. The applicant is a corporation, the applicant shall include the correct names, addresses and percent interest of all stockholders or shareholders owning any interest in excess of 20 percent of all outstanding stock of such corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.
- Business Entity. The applicant is a business entity doing business under an assumed name, the application shall include the names and addresses of all true and actual owners of such business or entity.
- Other (circle one). The applicant is a partnership, joint venture, syndicate, or an unincorporated voluntary association, the application shall include the names and addresses of all partners, joint ventures, syndicate members, or members of the unincorporated voluntary association.

3. List name, address, title, and ownership percentage of all officers:

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