

**SPECIAL USE  
APPLICATION PACKET**

**VILLAGE OF HANOVER PARK  
DEVELOPMENT COMMISSION**

Village of Hanover Park  
Department of Community Development  
2121 West Lake Street  
Hanover Park, Illinois 60133  
Telephone: (630) 823.5780  
Facsimile: (630) 823.5786

## SPECIAL USE PROCEDURES

### INTRODUCTION

This brochure provides a general overview of the public hearing process in the Village of Hanover Park. For specific requirements and standards, applicants should refer to the Village's Zoning Ordinance and Subdivision Regulations (if applicable). These documents are available from the Village Clerk. The Community Development Department Staff can also respond to general questions you may have.

### SPECIAL USE PROCESS OVERVIEW

The special use process requires several steps, including: Staff review at an in-house Staff Development Review Committee (DRC) meeting (held monthly); a public hearing before the Development Commission at an evening meeting; and final action by the President and Village Board of Trustees at a separate Village Board evening meeting. Generally, *this process requires a minimum of three months to complete.*

The Development Commission and the President and Village Board will review each special use request on the basis of the Standards of Review for special uses. These Standards are included with this application for your convenience, and are contained in Section 4.5.7. of the Village's Zoning Ordinance.

*Scheduling of all requests for the monthly Development Commission meetings shall be at the discretion of the Community Development Department based on conclusion of Staff review, public notification requirements, and the order of submittal of completed applications.*

### PUBLIC HEARING PROCEDURES (at Development Commission meetings)

The public hearing is a formal procedure and follows a strict format. Each person providing comments, questions, or testimony must be sworn in by the Development Commission Chair. The applicant, Village Staff, Commission members, and the public are each given a chance to ask questions or make comments concerning the proposal. Following the close of testimony, the Commission will discuss the case, and vote on a motion regarding the request ("recommendation"). The recommendation for approval or denial of the request often includes specific conditions that must be met for the request. If the public hearing cannot be concluded at the first meeting, or if more information is required, the Development Commission may vote to continue the hearing to a later date.

The President and Board of Trustees have final authority to approve or deny all requests. Approval of a request usually includes those conditions from the Development Commission recommendation; additional conditions of approval may be added by the President and Village Board. In all cases, the applicant must meet these conditions as part of the request's approval.

### PUBLIC NOTIFICATION PROCEDURES

The Village's Zoning Ordinance explains those procedures required for notifying the public regarding an upcoming public hearing concerning a particular piece of property. Those procedures are summarized below.

#### Village Staff shall:

- (1) Prepare a legal notice to be published in the local newspaper and mail a copy of this notice to the applicant with specific instructions regarding applicant's notification responsibilities.

- (2) Install a public hearing sign on the subject property. The sign indicates that the property is the subject of an upcoming public hearing and includes the Village Hall phone number for additional information.

The applicant shall:

- (1) Obtain the addresses of all property owners (taxpayers of record) within 250 feet of the subject property from the appropriate township assessor's office. Township assessor addresses and phone numbers are included with this application packet. A copy of the list must be submitted with the application.
- (2) Mail a copy of the legal notice to the owner (taxpayer of record) of **every** property located within 250 feet of the subject property. The notices **must be sent by certified mail with return receipt requested**. The date by which the notices must be mailed (the "Public Notification Deadline") will be specified in the instructions provided by the Village Staff.
- (3) Submit proof of the certified mailing, and all returned receipts, to the Community Development Department, as specified in the instructions provided by the Village Staff.

PUBLIC HEARING FEES

The President and Village Board have established the following fees for public hearings. These fees contribute to the Village's cost of conducting the public hearing, including legal notice publication, public hearing sign installation, Staff plan reviews, preparation of all materials, and meeting attendance.

Special Use (including Special Use amendments)\_\_\_\_\_ \$750.

Plus publication fee to be paid based on cost of publication and length of legal description. To be paid in full by petitioner before Village Board Consideration.

## **TOWNSHIP ASSESSOR'S OFFICES**

The township assessors' offices must be contacted for information regarding the identity of all property owners/taxpayers of record for every parcel located within 250 feet of your property. As with most municipalities in the region, the Village of Hanover Park does not maintain these records. Your plat of survey and previous property tax records should indicate your township, although some properties require property owner notification in two townships.

Bloomington Township  
123 N. Rosedale Road  
Bloomington, Illinois 60108  
(630) 529-6927

Hanover Township  
8N180 Route 59  
Bartlett, Illinois 60103  
(630) 837-0301

Schaumburg Township  
1 Illinois Blvd.  
Hoffman Estates, Illinois 60194  
(847) 884-0030

Wayne Township  
27W031 North Avenue  
West Chicago, Illinois 60185  
(630) 231-8900

SPECIAL USE SUBMITTAL CHECKLIST

The following items **must** be included with your application; **no hearing will be scheduled until all submittals have been received by the Community Development Department.** All full size plans must be folded.

\_\_\_\_\_ Completed Application Form

Hearing Fee: (Make checks payable to the Village of Hanover Park)

\_\_\_\_\_ \$750 (includes Special Use amendment requests)

Proof of Ownership by copy of one of the following:

\_\_\_\_\_ Deed;  
\_\_\_\_\_ Title Insurance Policy; or  
\_\_\_\_\_ Certified Copy of Trust Agreement (If applicable. The application must be signed by the trust officer of the institution holding the trust and must include the names and addresses of the beneficiaries)

Other required documents and submittals:

\_\_\_\_\_ 7 Copies of the Plat of Survey (prepared by a registered Illinois Land Surveyor, clearly and accurately showing the current condition of the property)

\_\_\_\_\_ Copy of legal description of the property on CD (in Word format)

\_\_\_\_\_ List of Taxpayers of Record within 250 feet of the property

\_\_\_\_\_ 7 copies of the Site Plan (in color)

\_\_\_\_\_ 7 copies of Landscape Plan (in color)

\_\_\_\_\_ 3 copies of Engineering Plans (if applicable)

\_\_\_\_\_ 7 Copies of the Project Narrative (detailed project description of the proposed Improvements – see below)

**Note: Additional documentation such as elevations, building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information may be required by Staff to clearly explain the request.**

**The following Review Standards must be completed by the Applicant.**

**Special Use Standards for Approval - Code Section 110-4.5.7**

No special use shall be recommended for approval by the development commission to the president and board of trustees unless the special use meets the following 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 uses already lawfully established or permitted, nor substantially diminish and impair property values within the neighborhood.
- (3) The establishment of the special use will support the policies, goals, objectives, and plans of the comprehensive plan of the village.
- (4) The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (5) Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.
- (6) Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets.
- (7) The special use shall in all other respects conform to the applicable regulations of the district in which it is located.
- (8) The design of the proposed use will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.

In addition, the development commission may consider whether the applicant has the financial and technical capacity to complete the special use as proposed and include recommendations to require adequate legal provision to guarantee the provision and development of any buffers, landscaping, public open space, and other improvements associated with the proposed use.

**APPLICATION FOR PUBLIC HEARING**

Village of Hanover Park  
Department of Community Development  
2121 W. Lake Street  
Hanover Park, IL 60133  
Telephone: (630) 823-5780

**APPLICANT/CONTACT PERSON**

Name: _____
Address: _____
Daytime Phone: _____ FAX: _____

**PROPERTY OWNER INFORMATION**

Name of Property Owner: _____
Address: _____
Daytime Phone: _____ FAX: _____

**TYPE OF REQUEST**

_____ <b>Special Use</b>
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**PROPERTY INFORMATION**

Address/Location of Property: _____
Summary of Request: _____
_____
_____

**SPECIAL USE DETAILS**

1. Describe the anticipated effect of the requested special use on the public health, safety, morals, comfort, and general welfare. An explanation should also be provided if no effect is anticipated.

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2. Describe the anticipated effect of the requested special use on neighboring property values and the use and enjoyment of surrounding property. An explanation should also be provided if no effect is anticipated.

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3. Describe whether the requested special use will prevent the development or improvement of neighboring properties. An explanation should also be provided if no effect is anticipated.

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4. Describe how adequate utilities, access roads, drainage, and any other necessary facilities infrastructure will be provided with the requested special use.

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5. Describe how access to the site will be provided and how it will affect traffic volumes and patterns on adjoining streets. An explanation should also be provided if no effect on traffic is anticipated.

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6. Are there any other requests in conjunction with this special use request? \_\_\_\_\_

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7. Describe those actions and improvements to be taken to reduce adverse effects on neighboring property.

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**AUTHORIZATION**

I / we certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Property Owner Name (please print)

\_\_\_\_\_  
Signature of Applicant  
(if different than property owner)

\_\_\_\_\_  
Applicant Name (please print)

\_\_\_\_\_  
Signature of Trust Officer  
(if applicable)

\_\_\_\_\_  
Trust Officer Name (please print)



**Hanover Park**

**One Village  
One Future**

# DEVELOPMENT COMMISSION FLOW CHART

Subdivision, Special Use, Rezoning, and Planned Unit Development

