



# THE CITY OF GALENA, ILLINOIS

312½ North Main Street  
GALENA, ILLINOIS 61036  
(815) 777-1050 • FAX (815) 777-3083



## CITY OF GALENA, ILLINOIS ZONING BOARD OF APPEALS

### REQUEST FOR SPECIAL USE PERMIT

For Office Use Only	Date Filed _____ Special Use Permit Calendar No. _____
	Fee Paid _____ Receipt No. _____ Amount \$ _____ Date _____
	Date Set For Public Hearing _____ Date Hearing Held _____
	Date of Published Notice _____ Newspaper _____
	Name of Municipality Where Published _____
	Action by Zoning Board on Special Use Request _____
	Comments: _____

### ADDRESS, USE, ZONING, AND DESCRIPTION OF PROPERTY

Address \_\_\_\_\_

Present Use of Property \_\_\_\_\_ Proposed Use \_\_\_\_\_

Zoning District \_\_\_\_\_ Historic District? Yes \_\_\_\_\_ No \_\_\_\_\_

Total area, in square feet, of the subject lot \_\_\_\_\_

Floor area of all existing or proposed buildings on the subject lot \_\_\_\_\_

### DATA ON APPLICANT AND OWNER

Name of Applicant(s) \_\_\_\_\_

Address of Applicant(s) \_\_\_\_\_

Property Interest of Applicant(s) \_\_\_\_\_

Name of Property Owner(s) \_\_\_\_\_

## REASON FOR SPECIAL USE REQUEST

NOTE: The following questions must be answered completely. If additional space is needed, please attach extra pages to the application.

1. Please provide a written statement explaining the nature of the proposed special use.
2. Explain how the proposed use or expansion is necessary or desirable to provide a service or facility which is in the interest of the public convenience. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Explain how the proposed use or expansion will contribute to the general welfare of the neighborhood or community. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Will the proposed use or expansion create noise, glare, vibration, odor or in any other way be detrimental to the health, safety, morals, or general welfare of persons working or residing in the vicinity.  
Yes \_\_\_\_\_ No \_\_\_\_\_ If "yes" please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SUPPLEMENTAL DATA

1. Provide photographs showing various pertinent views of the existing site and buildings.
2. Provide a map that shows the location of the property in the broad context of the City or neighborhood.
3. Provide a site plan to such a scale that all pertinent features are legible, if applicable.
4. Provide building, structure, and sign plans to such a scale that all pertinent features are legible, if applicable.
5. Identify the general land use, zoning, and any special characteristics of the adjacent properties to the north, south, east, and west.

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_



## NOTICE TO APPLICANTS

The issuance of special use permits is intended to provide a mechanism whereby certain structures and/or uses that are necessary and desirable but are of a unique, special, or nonrecurring nature may be permitted within certain zoning districts. In all cases the focus of the decision to grant the special use is on the perceived benefit to the public interest.

In order for your special use request to receive a positive recommendation from the Zoning Board of Appeals, and for the City Council to approve the permit, you must provide evidence during the public hearing to establish that:

- 1) The proposed special use is identified in the ordinance as appropriate to the district under consideration;
- 2) The proposed use complies with all regulations set forth in the Zoning Ordinance;
- 3) The establishment and operation of the proposed use will not be detrimental to or endanger the health, safety, morals or general welfare of persons residing or working in the vicinity;
- 4) The proposed use will provide a necessary or desirable service or facility in the interest of public convenience;
- 5) The proposed use will be harmonious and compatible with other property in the immediate vicinity;
- 6) The proposed use will not be injurious to property values or improvements in the immediate neighborhood;
- 7) The proposed use will contribute to the general welfare of the neighborhood and the community at large;
- 8) The proposed use will further community development in accordance with the Comprehensive Plan.

If you have any questions about the application form, the checklist, or the public hearing, please contact the Zoning Department at 777-1050.