

CITY OF HARVEY



SPECIAL-USE/REZONING/CHANGE OF USE PETITION PACKET

PROCEDURE FOR OBTAINING A SPECIAL USE PERMIT

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application.
3. Submit application and exhibits as follows:
 - City of Harvey
 - Planning and Zoning Board
 - 15320 Broadway Avenue
 - Harvey, Illinois 60426
4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Public Hearing before the Planning and Zoning Board will be scheduled. (Third Wednesday of the month at 7 p.m. or a special hearing will be scheduled upon the recommendation of the Mayor, City Council, and Department staff or Planning Zoning Board Chairman)
7. State law requires that notification of the public hearing be published at least 15 days no more than 30 days prior to hearing date.
8. The Planning and Zoning Board will hold a Public Hearing to consider requests for a Special-Use/Rezoning/Change of Use Permit. The applicant must be in attendance to answer any questions that the Planning and Zoning Board may have regarding the petition.
9. During the public hearing, the Planning and Zoning Board shall either recommend to the City Council to approve, approve with conditions, reject, or continue the hearing should they determine the additional information is necessary to render a decision.
10. Within 14 days of the Planning and Zoning Board meeting, a recommendation to approve or deny request is forwarded to the City Council
11. The City Council will discuss the recommendations from the Planning and Zoning Board and the Council Committees during the City Council meeting (Second and Fourth Monday of the month at 7 p.m.) The Council will vote to accept or reject the Planning and Zoning Board's recommendations. If the special use/rezoning/change of use request is approved, the City Attorney will assist the City Clerk with drafting the appropriate ordinance.
12. The Ordinance will be presented at next City Council Meeting for approval and adoption (Second and Fourth Mondays of the month at 7:00 p.m.).
13. Once the special-use permit is granted, including any special conditions or provisions attached thereto, is good for a period of one year or until a valid Building Permit or Certificate of Use and Occupancy has been issued.

PLEASE NOTE: City staff will assist you with expediting your request. Due to the local and state laws regarding hearing publication requirements, meeting schedules and the complexity of your request, the entire processing time for a Special Use could take as long eight (8) weeks.

Planning and Zoning Board:

The Planning and Zoning Board is the City of Harvey' appointed body responsible for reviewing, conducting public hearings, and rendering recommendations to the City Council regarding special-use/rezoning petitions. The Board is comprised of 12 members including the Board Attorney, appointed by the Mayor with approval of the City Council. The Planning and Zoning Board meets on the third Wednesday of the month at 7 p.m. in the Council Chambers in City Hall located at 15320 Broadway Avenue in Harvey, Illinois 60426.

City Council:

The City Council of Harvey is the elected body responsible for the authorization of special-use/rezoning petitions within the Village. The City Council is comprised of 6 Alderman and the Mayor. City Council meetings are held on the second and fourth Monday of the month at 7 p.m. in the Council Chambers at City Hall located at 15320 Broadway Avenue, Harvey, Illinois 60426.

Special-Use Defined:

A land use, building, or structure which due to its unique characteristics which cannot be classified within a particular zoning district without consideration of the impact that use may have on surrounding land-uses, businesses, and/or individuals along with the need for said use at a particular location.

Rezoning Defined:

The process by which a tract or parcel of land or any portion thereof is changed from its current zoning classification to another existing or newly established classification and subject to the regulations and restrictions applicable to that new classification.

Change of Use:

The change of use within the classified use of a structure or premise.

Special-Use/Rezoning Requirements:

The designation of a special-use or rezoning of any lot, parcel, or tract of land within the City may be proposed by the Mayor, City Council, the Planning and Zoning Board, or property and/or business owner. The following criteria must be addressed to the satisfaction of the Planning and Zoning Board and City Council prior to the special-use/rezoning approval.

PLEASE PRINT OR TYPE



CITY OF HARVEY
PLANNING DEPARTMENT
15320 BROADWAY AVENUE
HARVEY, IL 60426
(708) 210-5350 – PHONE
(708) 210-5368 – FAX

OFFICE USE ONLY

Date Received: _____
Hearing Date: _____
Case Number: _____

_____ SPECIAL USE
_____ REZONING
_____ CHANGE OF USE

PETITION FOR A SPECIAL USE/REZONING/CHANGE OF USE PERMIT
(PUBLIC HEARING REQUIRED BEFORE THE PLANNING AND ZONING BOARD)

Applicant: _____ Date: _____
Address: _____ Phone: _____

Property Owner: _____
Address: _____ Phone: _____

Legal Description of the Property: _____

Current Zoning Classification of Property: _____
Current Use of Property: _____

Address of Property: _____
Area of Subject Site: _____

(Stated in square feet if the area is less than one acre, and in acres and fractions thereof if one acre or more.)

Legal Description of Property: Please attach to this application.

Filing Fee: \$300.00 Please attach to application. Please make checks payable to the City of Harvey.

Exhibits Required: Provide twenty (20) copies of the Site Plan, drawn to scale, of property. Twenty (20) copies are required of any other data or materials submitted as exhibits.

The following information is requested to assist City staff, Planning and Zoning Board, and the City Council in determining the impact appropriateness of the requested special-use/rezoning. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.

A. Background information

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed special use permit:

2. Explain the reasons why the granting of this Special Use Permit will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions:

3. Will additional utilities or roadway improvements need to be provided to service the special-use or rezoned district? Please explain why or why not.

4. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question? If so, please explain:

5. Will the special-use/rezoning generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals?

6. What type of goods and services, manufacturing, or processing will the special-use/rezoning entail?

B. Additional Information

1. Attach a plan drawn to scale showing the dimensions and square footage of the special-use or district to be rezoned. The accuracy of the site plans is vital to the effectiveness of the plan review and will not be accepted if it cannot be easily read and evaluated.

2. A \$300.00 application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the City of Harvey.

City of Harvey
Special Use/Rezoning/Change of Use Application

Eric J. Kellogg
Mayor

I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (We) hereby acknowledge my (our) obligation to reimburse the City of Harvey for all necessary and reasonable expenses incurred by the City in the review and certification of any documents submitted in conjunction with this application.

Applicant

Property Owner (mandatory)

Signed and subscribed before me on
this _____ day of _____, 200_

Notary Public

This application was filed with the Department of Planning on _____.

Planning Department Staff

Attest:

City Clerk

PLANNING AND ZONING BOARD OF APPEALS
MEETING DATES AND DEADLINES
FOR 2003-2004

Meeting Date

November 19, 2003
December 17, 2003
January 21, 2004
February 18, 2004
March 17, 2004
April 21, 2004
May 19, 2004
June 16, 2004
July 21, 2004
August 18, 2004
September 15, 2004
October 20, 2004
November 17, 2004
December 15, 2004

Information Deadline

October 28, 2003
November 26, 2003
December 30, 2003
January 27, 2004
February 24, 2004
March 29, 2004
April 27, 2004
May 25, 2004
June 29, 2004
July 27, 2004
August 24, 2004
September 28, 2004
October 26, 2004
November 23, 2004