



# SPECIAL USE APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

For Internal Use Only	Petition #:	Date Received:	Fees Paid:
-----------------------	-------------	----------------	------------

## SUBJECT PROPERTY INFORMATION

Property Address:

Parcel Index Number(s):

## SUMMARY OF REQUEST

Special Use(s) Requested:

Brief Project Description:

Executive Summary – Background information and highlights of proposed project (goals, logistics, hours of operation, number of employees/visitors, project constraints, etc.):



# SPECIAL USE APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

## APPLICATION CHECKLIST

An electronic submittal is required. The full application may be sent to [sbarajas@invillapark.com](mailto:sbarajas@invillapark.com)

- Complete PLANNING AND ZONING APPLICATION
- Complete SPECIAL USE APPLICATION
- Plat of Survey, indicating existing conditions and no more than 5 years old

Three Copies of the following:

- Full Site Plan (showing structures, setbacks, parking, etc.)
- Landscape Plan
- Lighting and Photometric Plan with cutsheet
- Elevation Plan and Architectural Plan Set
- Plat of Subdivision with all easements, vacations, etc.
- Full Engineering Plan Set, including:
  - Topographic survey sufficient to determine on-site and off-site drainage calculations
  - Civil site plan must show location of existing and proposed sanitary sewers, services, septic systems, water mains, services and wells
  - If over one acre, submit Notice of Intent form to the IL EPA
  - Traffic impact study/report, if needed, as determined by Village Engineer
  - For large residential developments and all commercial developments, the following is required:
    - DuPage County Stormwater Management Permit Application and fee
    - Soil Erosion and Sediment Control Details and Record Drawings Certification forms
    - Existing site runoff calculations, including upstream drainage to be by-passed through site
    - Proposed site runoff storage calculations
    - Analysis of off-site drainage
    - Costs estimates of storm water facilities, swales, and detention areas
    - See the Villa Park Storm Water Management General Guidelines.



# SPECIAL USE APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

## FINDINGS OF FACT

Please fill out the following information. For multiple special use requests, submit separate answers for each request. Yes or no answers are not acceptable.

I do hereby apply for the following Special Use:

\_\_\_\_\_

A. That the proposed use or activity is expressly authorized as a special use;

B. That the proposed use at the proposed location is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community;

C. That the proposed use will not, in the particular case, be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or be injurious to property values or improvements in the vicinity.

Continue to next page



# SPECIAL USE APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

A. That approval of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district;

B. That the proposed special use will be served by adequate utilities, access roads, parking, drainage and other important and necessary facilities, infrastructure, and community services;

C. That the proposed special use complies with all applicable regulations of this zoning ordinance except as expressly approved in accordance with the procedures of this zoning ordinance.

If Daycare Home Use, the type requested is for:

Day  Night  Day & Night

Provide a separate list of children under the age of 16, listing their name and age, that are permanent residents of the above address. Include Name:  
I/ We give permission to the Village of Villa Park to perform all inspections as stated in Ordinance #1195 and #1893.