



LaSalle County
Land Use Department
119 W Madison St., Room 107, Ottawa, IL 61350

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F. 815.433.9303
E. landuse@lasallecountyil.gov

ZONING SPECIAL USE APPLICATION

Date of Application: _____

For Office Use

Application # _____

Application Fee: _____

\$300.00 for first 2 acres

\$100.00 for each additional acre

** Publications, EcoCAT, and NRI/LESA costs
are the responsibility of the applicant and
must be paid prior to the County Board vote.*

Contact Information:

Property Owner Name(s): _____ Property Address: _____

Applicant's Name if Different: _____ Address: _____

Phone Number: _____ Cell Number: _____ Email: _____

Township: _____ Property Pin Number(s): _____

Agent/Attorney Name: _____ Agent/Attorney Firm: _____

Agent/Attorney Phone Number: _____ Email: _____

Has any other Governmental Body denied a Zoning Change for this property? ☐ Yes ☐ No

If Yes, Please Explain: _____

Current Zoning of Property: ☐ A-1 Agriculture ☐ I-1 Industrial
☐ A-C Conservation ☐ R-2 Single Family Residential
☐ B-1 Local Business ☐ R-3 General Residence
☐ B-2 General Business ☐ R-R Rural Residence

Requested Special Use for Property: _____

Ordinance Reference for Special Use: _____

Current Zoning and Land Uses of Adjoining Property:

	Zoning (Zoning Map Designation) (A-1, R-R, B-2, etc.)	Land Use (Current Use of Property) (Farm, Single Family House, Factory, etc.)
North		
South		
East		
West		

Natural Resource Inventory-Land Evaluation and Site Assessment

In accordance with Section 14.5 of the LaSalle County Zoning Ordinance: "The Zoning Board of Appeals shall utilize the LESA system when deciding on issues of the conversion of agricultural uses to nonagricultural uses through requests for a Zoning Amendment or Special Use."

The Land Evaluation and Site Assessment scores must be prepared by the LaSalle County Soil and Water Conservation District. Applications for the development of the Land Evaluation and Site Assessment can be made at 1691 North 31st Road, Ottawa. The LaSalle County SWCD can be reached at 815-433-0551.

Ecological Compliance Assessment Tool

And in accordance with the [Illinois Endangered Species Protection Act](#) [520 ILCS 10/11(b)], the [Illinois Natural Areas Preservation Act](#) [525 ILCS 30/17], and the [Interagency Wetland Policy Act of 1989](#) [20 ILCS 830] as set forth in procedures under [Title 17 Ill. Admin. Code Part 1075 and Part 1090](#), these laws require state agencies and units of local governments to consider the potential adverse effects of proposed actions on Illinois endangered and threatened species and sites listed on the Illinois Natural Areas Inventory. A \$500.00 fee may be charged to the petitioner if an EcoCAT evaluation is required for the proposed land use change)

Zoning Special Use

Application # _____

Please provide a narrative explaining the reasoning and justification for the Special Use (*this may be attached*). The narrative should focus on the existing uses and zoning classification of the property and the general area surrounding the parcel. Discussion of the special use and its general suitability to the current zoning designation and the future development vision of the area should also be addressed. Please be prepared to discuss these and other related concepts at the public hearing. For a complete list of factors considered by the Zoning Board of Appeals, refer to Section 14.10-5 of the LaSalle County Zoning Ordinance.

Attachments and Certifications

All required attachments and certifications must accompany the application before a zoning official can certify the application to be complete. Such attachments and certifications required:

- ☐ Copy of recorded deed
- ☐ Narrative describing and justifying proposed use
- ☐ Application/filing fee
- ☐ Plat of survey developed by professional engineer or land surveyor
- ☐ Site plan showing existing structures, proposed structures, and setbacks
- ☐ Notarized completed application package (if not owner/applicant, notarized letter of authorization is required from owner)
- ☐ List of adjoining property owner names and addresses
- ☐ Trust Disclosure (*applicable only if in a trust*)
- ☐ Signage Application (*if applicable*)
- ☐ Parking lot layout (*if applicable*)
- ☐ Floodplain Map (*if applicable*)
- ☐ Natural Resource Inventory (*if applicable*)
- ☐ Land Evaluation and Site Assessment (*if applicable*)
- ☐ EcoCAT (*if applicable*)

Notification of the Petition (*For office use*)

All adjoining property owners will be notified of this petition by certified mail. When applicable, notification will also be sent to the following entities:

- ☐ School Districts Effected
- ☐ Adjoining Property Owners
- ☐ Municipal Review Authority (1.5 mile)
- ☐ Township Review Authority (Supervisor, Clerk, and/or Planning Commission)
- ☐ Fire Protection District
- ☐ Road Jurisdiction (State, County, Township)
- ☐ LaSalle County Health Department
- ☐ LaSalle County Soil and Water Conservation District

Notarization of Completed Application Authenticity

I, We consent that all of the above statements and the statements contained in any paper or plans submitted herewith are true to the best of my/our knowledge and belief.

I, We consent to the entry in or upon the premises described in this application by any authorized official of LaSalle County for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, or removing such notices as may be required by law.

I, We have read and are familiar with the *LaSalle County Comprehensive Plan* and that the petitioners have read Section 14 of the *LaSalle County Zoning Ordinance* and are familiar with each of the criteria for a special use permit and understand that all applicable criteria must be met for approval of the petition.

I, We understand that I, We will provide the names and addresses of all adjacent owners of the said property to the LaSalle County Land Use Department and allow the LaSalle County Land Use Department to notify all required stakeholders, adjacent landowners, and the press announcing the public hearing. This ad must be in the local newspaper 15 days prior to the scheduled public hearing. I, We understand that the LaSalle County Land Use Department will post required signage for the property in question at least 15 days prior to the public hearing. I/We understand that all the costs associated with the hosting of the public meeting will be paid on or before the date in which the LaSalle County Board will take action on this petition (mailing costs, notification to newspaper, meeting room expenses, court reporter, and any other costs needed to hold such a hearing).

Owner and/or agent/attorney printed Names and signatures:

Name (Printed)

Signature

1. _____

2. _____

3. _____

4. _____

Dated at _____, Illinois, this day of _____

State of Illinois)
) SS
County of LaSalle)

I, _____, a Notary Public in and for the County and State of aforesaid, do hereby certify that _____, personally known to me is (are) the person(s) who executed the foregoing instrument bearing on the date of _____, 20____, and appeared before me this day in person and acknowledged that he/she (they) signed sealed, and delivered the same instrument for the uses and purposes therein set forth.

Given under my hand and Notary Seal this _____ day of _____, 20____. (Seal)

My commission expires _____, 20____.

Signature of Notary

The LaSalle County Land Use Department certifies this application package is complete and capable of being forwarded to the LaSalle County Zoning Board of Appeals.

LaSalle County Zoning Officer

Date

Special Use Request

A Special Use is requested when a use is requested to be conducted on a piece of property that is not considered a "permitted use".

Application

Must be received a minimum 30 days prior to scheduled ZBA Hearing. All attachments must accompany application.

Public Notification

Legal in local newspaper, adjacent property owners sent certified letter, property staked with sign. County takes care of notification; however, the owner is responsible for these fees.

Public Hearing Zoning Board of Appeals

Owner or applicant must attend. Room 250 of LaSalle County Governmental Complex.

County Board Vote

Full county board votes on the ZBA recommendation at the next scheduled County Board Meeting.

Sec. 14.10-10 Time Limit for Special Use

Special Uses granted hereunder shall be transferable and shall run with the fee ownership of the land unless otherwise specified by the terms of the Special Use. No ordinance of the County Board granting a Special Use shall be valid for more than two (2) years from the date of such ordinance approval unless the building permit and the erection or alteration of the building is started or the use is commenced within such time period. Application may be made for an extension of the time period to commence the authorized Special Use. Extensions in the Special Use schedule for one (1) year periods may be recommended by the Zoning Board of Appeals and granted by the County Board. If the County Board so stipulates when acting favorably on a Special Use application, the Zoning Board of Appeals may be delegated the authority of granting extensions in the building schedule for periods of time not to exceed a total of one (1) year each.