



25 East State Street, North Aurora, IL 60542  
P: 630.897.1457 F: 630.897.0269  
Website: [www.northaurora.org/forms/](http://www.northaurora.org/forms/)  
Email: [cdinfo@northaurora.org](mailto:cdinfo@northaurora.org)

## APPLICATION FOR SPECIAL USE

Project Name: _____
Subject Property/Location: _____
PIN(s): _____
Current Zoning District: _____ Present Use: _____
Proposed Special Use: _____

### CONTACT INFORMATION:

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Signature Date: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Signature of Owner\*: \_\_\_\_\_ Signature Date: \_\_\_\_\_

\*A signed letter by the owner authorizing the applicant to apply for a special use may be submitted in lieu of signing this form. If Applicant is other than owner, please attach letter of authorization from Owner.

### **Instructions:**

- Please see the submittal checklist regarding required submittals for special uses.
- Provide all submitted documents electronically in PDF format.
- Provide a written letter of introduction and narrative describing the proposed special use.
- Provide the following plans for the site: site plan, building elevations, signage, and a plat of survey.
- Application shall include the submittal fee as required by Chapter 15.56 of the North Aurora Municipal Code. See submittal checklist for additional details.
- Please see Sections 4.3.F, 4.3.G, and 4.2.H of the Village's Zoning Ordinance for additional information on special use regarding no presumption of approval, conditions on special uses and limitations special uses.
- Applicant is required to follow public hearing and notice requirements outlined in Title 17, Chapter 3.4 of the Municipal Code. Please see public hearing and notice requirements on page 5 of this application.
- Staff may request the applicant provide additional materials in order to process and complete application review.



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## **REQUIRED SUBMITTAL CHECKLIST**

- Introduction Letter. Please include information relevant to the proposed use of the property and its business operations (hours of operation, number of employees, etc.). *Please note any large water user (over 5,000 gallons per day) must provide information for a water impact study and pay an impact fee per section 13.24.060 of the North Aurora Municipal Code.*
- Proof of ownership of the zoning lot in question. If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for a special use.
- A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land. Plat must include a legal description and show any existing structures on the lot. This includes any setbacks to the principal building, accessory buildings and all other relevant dimensions.
- A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property. *Please note, all special uses are subject to site plan review and the requirements of that procedure.*
- Filing fee in the amount of \$500.00; if paid by check make payable to the 'Village of North Aurora'. Please note, an escrow deposit is required per Chapter 15.56. Any unused portion of the escrow will be returned to the payer upon completion of the project. Please see the Village's Escrow Application for more info.
- Disclosure of beneficiaries of land trust, if applicable.
- A written certified list containing the names of registered owners, their mailing addresses and tax parcel numbers, of all properties within 250 feet of the property for which the amendment is requested. See full public hearing and notice requirements on page 5.
- A statement indicating the manner in which the requested special use supports each of the following conclusions. See Special Use Standards section on the following page.

### **FOR OFFICE USE**

Petition Number: \_\_\_\_\_

File Name: \_\_\_\_\_

Filing Date: \_\_\_\_\_

Fee Received: \_\_\_\_\_



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## **SPECIAL USE STANDARDS**

Attach a statement indicating the manner in which the requested special use supports each of the following standards:

1. That the establishment, maintenance and operation of the special use in the specific location proposed will not endanger the public health, safety, comfort or general welfare of the community as a whole or any portion thereof.
2. That the proposed special use is compatible with adjacent properties and other property within the immediate vicinity.
3. That the special use in the specific location proposed is consistent with the spirit and intent of the Zoning Ordinance and the adopted Comprehensive Plan.
4. The standards contained in Section 4.3.E (Standards for Special Uses) of the Zoning Ordinance. Please answer each standard below individually.
  - The proposed special use is, in fact, a special use authorized in the zoning district in which the property is located.
  - The proposed special use is deemed necessary for the public convenience at that location.
  - The proposed special use does not create excessive additional impacts at public expense for public facilities and services, and will be beneficial to the economic welfare of the community.
  - The proposed use is in conformance with the goals and policies of the Comprehensive Plan, and all Village codes and regulations.
  - The proposed special use will be designed, located, operated, and maintained so as to be harmonious and compatible in use and appearance with the existing or intended character of the general vicinity.
  - The proposed special use will not significantly diminish the safety, use, enjoyment, and value of other property in the neighborhood in which it is located.
  - The proposed special use is compatible with development on adjacent or neighboring property.



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- The proposed special use minimizes potentially dangerous traffic movements, and provides adequate and safe access to the site.
- The proposed special use provides the required number of parking spaces and maintains parking areas, in accordance with the requirements of this Ordinance.
- The proposed special use is served by adequate utilities, drainage, road access, public safety, and other necessary facilities.
- The proposed special use conforms with the requirements of this Ordinance and other applicable regulations.



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**PUBLIC HEARING AND NOTICE REQUIREMENTS**

The Applicant authorizes the Village of North Aurora representatives to enter on to the property to make inspection during the hearing process.

The Applicant is responsible for sending mail notices to properties within 250 feet of the property line of the subject property, excluding street rights-of-way, and posting a sign(s) on the property advertising the public hearing. The Village will publish a legal notice in the newspaper, which the applicant shall reimburse the Village for any fees associated with it. Please see Chapter 3.3 and 3.4 of the Village Zoning Ordinance, Title 17, for all public hearing and notice requirements.

The undersigned hereby also agrees to reimburse the Village for all costs of court reporter fees for attendance at and transcript of hearing(s) and other professional service fees for services rendered in connection with this application as defined in Chapter 15.56 of the North Aurora Municipal Code. Such reimbursement shall be made promptly upon receipt of invoices from the Village, whether or not this application for special use is approved.

I (we) certify that all of the above statements and the statements contained in any documents submitted herewith are true to the best of my (our) knowledge and belief.

\_\_\_\_\_  
**Applicant or Authorized Agent** \_\_\_\_\_  
**Date**

STATE OF ILLINOIS )  
 ) SS  
 COUNTY OF KANE )

I, \_\_\_\_\_, being first duly sworn on oath depose and say that I am trust officer of \_\_\_\_\_ and that the following are all of the beneficiaries of the \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
**TRUST OFFICER**

SUBSCRIBED AND SWORN TO  
 Before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**A Notary Public in and for such County**



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Below is a template for PINs, names and mailing addresses of all property owners within 250 feet of the property in questions for which the Special Use is being requested. An attached spreadsheet or list matching the template below also is permitted.

TAX PARCEL NO.	PROPERTY OWNER	MAILING ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I, \_\_\_\_\_, being first duly sworn on oath certifies that all of the above statements and the statements contained in any papers or plans submitted herewith are true and correct.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**