

Village of



419 Richmond Road
Kenilworth, IL 60043

Phone: 847-251-1666
Fax: 847-251-3908

E-mail: community@vok.org

Plan Commission Special Use Application

General Information

Date: _____

Plan Commission Jurisdiction

- Special Use in the B Business District
- Planned Unit Development (PUD) in the B Business District

Property Address

Property Address: _____

Property Owner: _____

Applicant Information

Property Owner or Tenant:

Name _____

Company _____

Address _____

Phone _____

Email _____

Primary Contact Person:

Name _____

Address _____

Phone _____

Email _____

Primary Contact's Relationship to Property:

Ownership Details

Please check appropriate category for ownership of business and provide all relevant ownership information as an attachment to this application.

Corporation

Sole Proprietor

Partnership

Trust

Consultants (as applicable)

Architect:

Name _____

Company _____

Address _____

Phone _____

Email _____

Attorney:

Name _____

Company _____

Address _____

Phone _____

Email _____

Other:

Name _____

Company _____

Address _____

Phone _____

Email _____

Requested Action

_____ **SPECIAL USE** for _____

_____ **PLANNED UNIT DEVELOPMENT (PUD)** for _____

Filing Fees

All Applications require payment of a non-refundable Filing Fee. In addition, applications for Special Uses and Planned Unit Developments (PUD) are subject to recovery of actual costs and may require additional funds to be held in escrow.

Please attach a check with your application:

_____ **\$ 350.00 Filing Fee for:**

- Special Use
- Planned Unit Development (PUD)

Kenilworth Code of Ethics

On a Separate Sheet of Paper, list the name, address and nature and extent of any current or potential interest that any Village officer or employee may have in or with respect to the owner, the Applicant or the property. **If none, check here:** _____

Repeat Application

Has any other application for this property been submitted to the Village that seeks similar relief and has been denied within the last two years? _____ Yes _____ No If yes, attach a statement of the ground Applicant believes justifies reconsideration.

Application/Owner Acknowledgments

By execution of this application in the space provided below, the applicant and owner(s) do hereby certify, acknowledge, agree and affirm to the Village of Kenilworth that:

1. The Village and its representatives have the right, and are hereby granted permission and license, to enter upon property, and into any structures located therein, for the purposes of conducting any inspections that may be necessary in connection with this application.
2. I (we) waive any rights to exemption from disclosure under the Illinois Freedom of Information Act of any and all documents and information submitted in connection with this application.
3. The Information contained in this application is true and correct.

Applicant's Signature:

Signature _____

Name _____

Date _____

Required Materials

Submit the completed application with 15 copies of the following materials:

- ___ **Drawings**, graphic representations, data and other information, if applicable to application, as required by the Kenilworth Zoning Ordinance, Section 153.247
- ___ **Plat of Survey & Legal Description of Parcel(s)**, no more than 5 years old
- ___ **Written Explanation of Request**, on separate sheets of paper.
- ___ **Ownership information**
- ___ **Filing Fee** - payable to the Village of Kenilworth

After this application and all necessary materials are submitted, the application will be put on the docket for a Plan Commission Meeting. It is recommended that the application be submitted 45 days prior to the Plan Commission Meeting. The Village will provide the Applicant with a notification packet containing a notice is to be delivered to all property owners living within 250 feet of the property. The Plan Commission meets once each month. Applicants should expect a hearing within 60 days of submitting an application. Any party may appear at the hearing in person or by agent or attorney. All Applicants are encouraged to read Sections 153.240 – 153.249 of the Village of Kenilworth Zoning Ordinance.