

Fax: 630-553-7575 Website: www.yorkville.il.us

APPLICATION FOR SPECIAL USE

INTENT AND PURPOSE

The purpose of the zoning code is based upon the authority of the City to divide its land into districts by use, bulk, and structures, in a substantially uniform manner. It is recognized that while some uses are permitted under the zoning code to keep uniformity, a case-by-case analysis must be conducted for certain permitted uses to discover the impact of those uses on neighboring land. In these cases a special use must be granted.

This packet explains the process to successfully submit and complete an Application for Special Use. It includes a detailed description of the process, outlines required submittal materials, and contains the application for special use.

For a complete explanation of what is legally required throughout the Special Use process, please refer to "Title 10, Chapter 4, Section 9: Special Uses" of the Yorkville, Illinois City Code.

APPLICATION PROCEDURE

STEP

1

APPLICATION SUBMITTAL

SUBMIT APPLICATION, FEES, AND PLANS TO THE COMMUNITY DEVELOPMENT DEPT.

The following must be submitted:

One (1) original signed and notarized application.

Legal description of the property in Microsoft Word.

Three (3) copies each of the exhibits, proposed drawings, location map, and site plan. All exhibits and plans must be an appropriate size for all details and descriptions to be legible.

Appropriate application and filing fee. Checks may be written to the United City of Yorkville.

Signed Applicant Deposit Account/Acknowledgment of Financial Responsibility form.

One (1) electronic copy (PDF) of all materials submitted including application and exhibits.

Within one (1) week of submittal, the Community Development Department will determine if the application is complete or if additional information is needed. An incomplete submittal could delay the scheduling of the project.

The petitioner is responsible for payment of recording fees and public hearing costs, including written transcripts of the public hearing and outside consultant costs (i.e. legal review, land planner, zoning coordinator, environmental, etc.). The petitioner will be required to establish a deposit account with the City to cover these fees.

Once a submitted and complete, Community Development staff will provide a tentative schedule of meetings as well as all needed documents for the process.

STEP

2

PLAN COUNCIL

MEETS ON THE 2ND & 4TH THURSDAY OF THE MONTH

The petitioner must present the proposed request to the Plan Council. The members of the Council include the Community Development Director, City Engineer, the Building Department Official, the Public Works Director, the Director of Parks and Recreation, a Fire Department Representative, and a Police Department Representative. This meeting is held to provide the petitioner with guidance from all City staff departments to ensure the petitioner is aware of all requirements and regulations for their development. Upon recommendation by the Plan Council, the petitioner will move forward to the Economic Development Committee.



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APPLICATION FOR SPECIAL USE

STEP

3

ECONOMIC DEVELOPMENT COMMITTEE

MEETS ON THE 1ST TUESDAY OF THE MONTH

The petitioner must present the proposed plan to the Economic Development Committee. The committee consists of four alderman who will provide feedback to the petitioner regarding their request. This feedback allows the petitioner to gather comments and concerns prior to full City Council considerations. It also allows the City Council members to review the request prior to its arrival at City Council.

STEP

4

PLANNING & ZONING COMMISSION

MEETS ON THE 2ND WEDNESDAY OF THE MONTH

The petitioner will attend and present their request at a public hearing conducted by the Planning and Zoning Commission. The Planning and Zoning Commission will conduct a public hearing on the request, take public comments, discuss the request, and make a recommendation to City Council. No special use shall be recommended by the Planning and Zoning Commission unless it follows the standards set forth in City's Zoning Ordinance.

The petitioner is responsible for sending certified public hearing notices to adjacent property owners within five hundred (500) feet of the subject property no less than fifteen (15) days and no more than thirty (30) days prior to the public hearing date. The public hearing notice will be drafted by the City as well as published in a local newspaper. Additionally, a public hearing notice sign must be placed on the property no less than fifteen (15) days prior to the public hearing.

A certified affidavit must be filed by the petitioner with the Community Development Department containing the names, addresses and permanent parcel numbers of all parties that were notified. The Certified Mailing Affidavit form is attached to this document.

STEP

COUNCIL

MEETS ON THE 2ND & 4TH TUESDAY OF THE MONTH

The petitioner will attend the City Council meeting where the recommendation of the special use will be considered. City Council will make the final approval of the special use. If approved, City staff will have a drafted ordinance to be signed by the Council and must be recorded with the County Clerk before any further steps may be taken by the petitioner.

SUMMARY OF RESPONSIBILITIES

Below is a summary breakdown of what will be required by the petitioner and what will be completed by the City:

PETITIONER

- ☐ Signed and Notarized Application
- ☐ Required Plans, Exhibits, and Fees
- ☐ Certified Mailing of Public Notice
- ☐ Signed Certified Affidavit of Mailings
- ☐ Attendance at All Meetings

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- ☐ Detailed Schedule After Complete Submission
- □ Public Hearing Notice Language
- ☐ Posting of the Public Notice in a Local Newspaper
- □ Public Hearing Sign Application
- ☐ Draft Ordinance & Signatures for Recording



CONCEPT PLAN REVIEW	1	☐ Engineering Plan Review deposit	\$500.00	Total: \$
AMENDMENT		☐ Annexation ☐ Plan ☐ Plat ☐ P.U.D.	\$500.00 \$500.00 \$500.00 \$500.00	Total: \$
# of Acres	Acres over 5	\$250.00 + \$10 per acre for each acre x \$10 = + \$250 = Amount for Extra Acres		Total: \$
		\$200.00 + \$10 per acre for each acre frezoning to a PUD, charge PUD Development Fee - not $x $10 = \underline{\qquad} + $200 = Amount for Extra Acres$	Rezoning Fee	Total: \$
5 =	Acres over 5	\$250.00 + \$10 per acre for each acre	\$	Total: \$
ZONING VARIANCE		☐ \$85.00 + \$500.00 outside consultar	ts deposit	Total: \$
PRELIMINARY PLAN FE	E	□ \$500.00		Total: \$
PUD FEE		□ \$500.00		Total: \$
FINAL PLAT FEE		□ \$500.00		Total: \$
ENGINEERING PLAN REVIEW DEPOSIT		 Less than 1 acre Over 1 acre, less than 10 acres Over 10 acres, less than 40 acres Over 40 acres, less than 100 acres Over 100 acres 	\$5,000.00 \$10,000.00 \$15,000.00 \$20,000.00 \$25,000.00	Total: \$
OUTSIDE CONSULTANTS	S DEPOSIT Legal,	For Annexation, Subdivision, Rezoning, Less than 2 acres Over 2 acres, less than 10 acres Over 10 acres		Total: \$ 1000 °C
	ESSENCE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PR			



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APPLICATION FOR SPECIAL USE

ATTORNEY INFORMATION	
NAME:	COMPANY:
MAILING ADDRESS:	
CITY, STATE, ZIP:	TELEPHONE:
EMAIL:	FAX:
ENGINEER INFORMATION	
NAME:	COMPANY:
MAILING ADDRESS:	
CITY, STATE, ZIP:	TELEPHONE:
EMAIL:	FAX:
LAND PLANNER/SURVEYOR INFORMATION	
NAME:	COMPANY:
MAILING ADDRESS:	
CITY, STATE, ZIP:	TELEPHONE:
EMAIL:	FAX:
ATTACHMENTS	
	o this application and title it as "Exhibit A". In gor contiguous landowners within five hundred (500) feet of the property that are entitled notice Statute. Attach a separate list to this application and title it as "Exhibit B".



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Over forty (40) acres, but less than one hundred (100)

In excess of one hundred (100.00) acres

APPLICANT DEPOSIT ACCOUNT/ ACKNOWLEDGMENT OF FINANCIAL RESPONSIBILITY

PROJECT NUMBER:	FUND ACCOUNT NUMBER:	PROPERTY ADDRESS: 15 Cannonball Trail	Bristol IL
to cover all actual expenses occurred Fund include, but are not limited to, to legal fees, engineering and other fund account is established with an ideposit is drawn against to pay for the Party will receive an invoice reflectin amount, the Financially Responsibly reviews/fees related to the project arcommissions may be suspended untithe balance to the Financially Respo	FUND: Yorkville to require any petitioner seeking approximated as a result of processing such applications and plan review of development approvals/engines plan reviews, processing of other governmental initial deposit based upon the estimated cost for hese services related to the project or request. Pig the charges made against the account. At any the Party will receive an invoice requesting additional figures are required. In the event that a deposit account is if the account is fully replenished. If additional figures is the submitted distributed by the 15th of the following month	oval on a project or entitlement request to establish a Frequests. Typical requests requiring the establishment bring permits. Deposit account funds may also be used to all applications, recording fees and other outside coording services provided in the INVOICE & WORKSHEET PETI' eriodically throughout the project review/approval procime the balance of the fund account fall below ten perceional funds equal to one-hundred percent (100%) of the not immediately replenished, review by the administrativands remain in the deposit account at the completion of ed by the Financially Responsible Party to the city by the All refund checks will be made payable to the Financially	Petitioner Deposit Account Fund of a Petitioner Deposit Account of cover costs for services related nation and consulting fees. Each TION APPLICATION. This initial cess, the Financially Responsible ent (10%) of the original deposit the initial deposit if subsequent we staff, consultants, boards and of the project, the city will refund the 15th of the month in order for
ACKNOWLEDGMENT OF FINANCIA	L RESPONSIBILITY		
NAME: Elizabeth	Chapa	COMPANY:	
MAILING ADDRESS: 11 BCL	stol Rilge Rd		
	ol IL 60512	TELEPHONE: (630) 217 5492	
	20 @gnail.com	FAX:	
FINANCIALLY RESPONSIBLE PAR I acknowledge and understand that Yorkville, I will provide additional fu Company/Corporation of their obliga	TY: t as the Financially Responsible Party, expenses ands to maintain the required account balance.	TITLE	oes not relieve the individual or
*The name of the individual and the p President, Chairman, Secretary or Trea INITIAL ENGINEERING/LEGAL DEPO	asurer)	ne. If a corporation is listed, a corporate officer must sign	the declaration (President, Vice-
ENGINEERING DEPOSITS: Up to one (1) acre Over one (1) acre, but less than ten (Over ten (10) acres, but less than for	\$5,000 10) acres \$10,000	LEGAL DEPOSITS: Less than two (2) acres Over two (2) acres, but less than ten (10) acres Over ten (10) acres	\$1,000 \$2,500 \$5,000

\$20,000 \$25,000



SPECIAL USE STANDARDS

PLEASE STATE HOW THE ESTABLISHMENT, MAINTENANCE OR OPERATION OF THE SPECIAL USE WILL NOT BE UNREASONABLY DETRIMENTAL TO OR ENDANGER THE PUBLIC HEALTH, SAFETY, MORALS, COMFORT OR GENERAL WELFARE:

The establishments maintnance and operation will not be unreasonably detrimental, nor endanger the public since it will only be seasonal (Summer). Also, all events (operation) taking place will be Friday through Sunday from 9am to 10pm. As mentioned before this is a seasonal business so the tent will be set up from May - October.

PLEASE STATE HOW THE SPECIAL USE WILL NOT BE INJURIOUS TO THE USE AND ENJOYMENT OF OTHER PROPERTY IN THE IMMEDIATE VICINITY FOR THE PURPOSE ALREADY PERMITTED, NOR SUBSTANTIALLY DIMINISH AND IMPAIR PROPERTY VALUES WITHIN THE NEIGHBORHOOD:

this will not be injurious to the use and enjoyment since we will have set days and hours of operation to preserve the enjoyment and values within the neighboorhood.

PLEASE STATE HOW THE ESTABLISHMENT OF THE SPECIAL USE WILL NOT IMPEDE THE NORMAL AND ORDERLY DEVELOPMENT AND IMPROVEMENT OF SURROUNDING PROPERTY FOR USES PERMITTED IN THE DISTRICT:

My Bristol Dream Event will not impeade the normal and orderly development of surrounding properties since we plan on creating a beautiful garden within the property for the enjoyment of our neighboors and lesee.

Please state how adequate utilities, access roads, drainage or other necessary facilities have been or are being provided:

Being that this will be a seasonal business we will offer portable restroom trailers for all our lesees (4 station restrooms).

All lesees will have to provide all food and drinks for their guests since will only be providing the tent, garden, and restrooms. We will also offer parking for guest.



SPECIAL USE STANDARDS

PLEASE STATE HOW ADEQUATE MEASURES HAVE BEEN OR WILL BE TAKEN TO PROVIDE INGRESS OR EGRESS SO DESIGNED AS TO MINIMIZE TRAFFIC CONGESTION IN THE PUBLIC STREETS:

To minimize traffic congestion we have one entrance, which will be on Cannonball Trl. and one exit which is an ally way between 15 N cannonball and 11 Bristol Ridge (my residence) which leads to Bristol Ridge Rd.

PLEASE STATE HOW THE SPECIAL USE SHALL IN ALL OTHER RESPECTS CONFORM TO THE APPLICABLE REGULATIONS OF THE DISTRICT IN WHICH IT IS LOCATED, EXCEPT AS SUCH REGULATIONS MAY IN EACH INSTANCE BE MODIFIED BY THE CITY COUNCIL PURSUANT TO THE RECOMMENDATIONS OF THE PLANNING AND ZONING COMMISSION:

My Bristol Dream Events is respecting the applicable regulations of the district by submitting this "Application for Special Use" and by submitting permit opplications for all construction.

Also, by maintaing our business hours within the noise ordinance code.

AGREEMENT

I VERIFY THAT ALL THE INFORMATION IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND AND ACCEPT ALL REQUIREMENTS AND FEES AS OUTLINED AS WELL AS ANY INCURRED ADMINISTRATIVE AND PLANNING CONSULTANT FEES WHICH MUST BE CURRENT BEFORE THIS PROJECT CAN PROCEED TO THE NEXT SCHEDULED COMMITTEE MEETING.

I UNDERSTAND ALL OF THE INFORMATION PRESENTED IN THIS DOCUMENT AND UNDERSTAND THAT IF AN APPLICATION BECOMES DORMANT IT IS THROUGH MY OWN FAULT AND I MUST THEREFORE FOLLOW THE REQUIREMENTS OUTLINED ABOVE.

PETITIONER SIGNATURE	5 15 23 DATE
OWNER MEREBY AUTHORIZES THE PETITIONER TO PURSUE THE APPROPRIATE ENTITLE OWNER SIGNATURE	MENTS ON THE PROPERTY. 5 IS 23 DATE

THIS APPLICATION MUST BE NOTARIZED PLEASE NOTARIZE HERE:



DATE: 5 15	23	PZC NUMBER:	DEVELOPMENT NAME:
PETITIONER INFO	RMATION		
NAME: Eliz	abeth	Chapa	COMPANY:
		ol Ridge Rd.	
		o agmail.com	TELEPHONE: OBUSINESS HOME
EMAIL: Sch	000000	o agmail.com	FAX:
PROPERTY INFOR	MATION		
NAME OF HOLDER O		Elizabeth Chope	
IF LEGAL TITLE IS HE	LD BY A LAND TRUST,	LIST THE NAMES OF ALL HOLDERS OF ANY	BENEFICIAL INTEREST THEREIN:
		NA	
PROPERTY STREET A	DDRESS: 15	Cannoinball Tra	11 - Bristol IL 60512
DESCRIPTION OF PR	OPERTY'S PHYSICAL L		
CURRENT ZONING CI	ASSIFICATION: B	3 General Bus.	COMPREHENSIVE PLAN FUTURE LAND USE DESIGNATION:
REQUESTED SPECIAL	USE: Seasa	nal Event Venu	e with a Frame Tent
	* Ootd	oor Tent from	May to October
ZONING AND LAND	USE OF SURROUND	ING PROPERTIES	
NORTH: EN	1 Bitte	r Inc.	
		11 Bristnol Rid	ge
		motive Shop	
	stran =		
Company of the Company of the Company	PARCEL IDENTIFICA		
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$\begin{array}{c} \textbf{CERTIFIED MAILING} \\ \underline{\textbf{AFFIDAVIT}} \end{array}$

STATE OF ILLINOIS

COUNTY OF KENDALL)
I/We, Elizabeth Chapa, petitioner, being first duly sworn, do hereby state
under oath that to the best of my knowledge the attached list is a true, correct and complete list
of all permanent parcel numbers, and names and addresses of owners, of all lots and parts of
lots located within 500 feet (exclusively of any public streets and alleys) of the property legally
described on the attached application for annexation, rezoning, special use permit, planned unit
development, variation, or other zoning amendment. I further state that said list was obtained
from the current tax rolls of the Kendall County Treasurer's Office. I further state that I mailed
by U.S. Certified Mail, Return Receipt Requested, a copy of the Public Notice of Public Hearing
before the United City of Yorkville Planning and Zoning Commission for the Public Hearing
held on Wednesday,, at the United City of City Council Chambers, Yorkville,
Illinois. The notice was mailed to the attached list of all of the permanent parcel numbers and
names and addresses of owners at the U.S. Post office on, 20
Lizabeth Chapa. Signature of Petitioner(s)
Subscribed and sworn to before me this
Susant Well Susan J WEBB OFFICIAL SEAL
Notary Public SUSAN J WEBB OFFICIAL SEAL Notary Public, State of Illinois My Commission Expires March 29, 2026



APPLICATION FOR PUBLIC HEARING SIGN

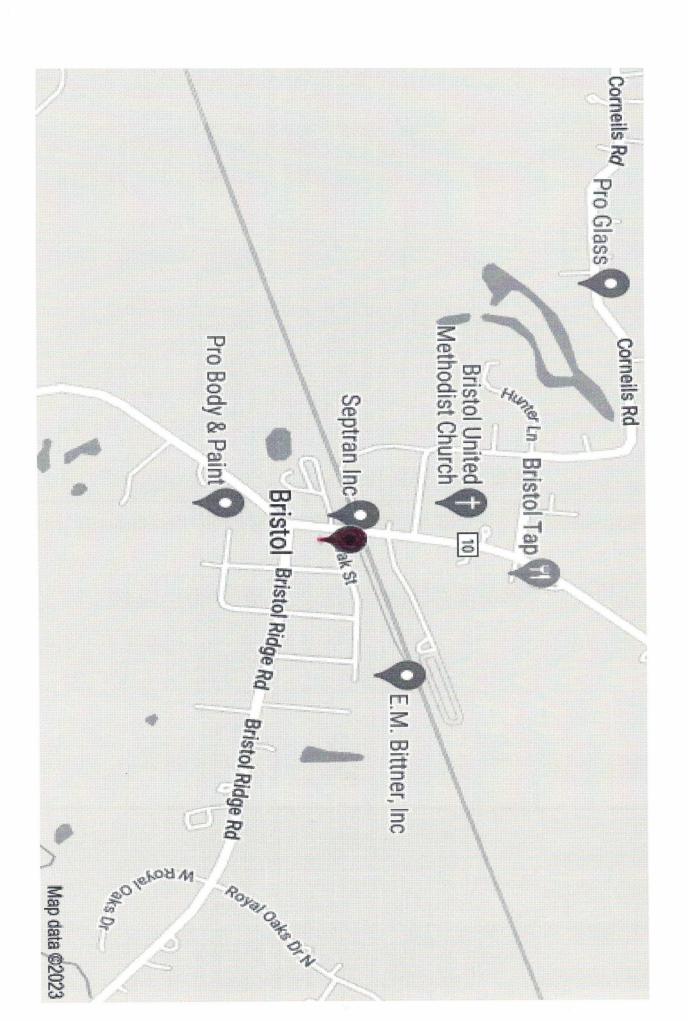
ERMIT NUMBER:			DATE/TIME RECEIVED:
ITE ADDRESS: 15 Cannonball Tre	all Bristol	IL PARC	EL NUMBER: 02-15-155-001
UBDIVISION:		LOT/U	INIT:
PPLICANT INFORMATION			
AME: Elizabeth Chapa		TELEPHONE: O H	OME O BUSINESS (630) 217 5492 CE
DDRESS: 11 Bristol Ridge			O BUSINESS Schapa 2020 @ gmai
ITY, STATE, ZIP: Bristol IL 6		FAX:	
IGN INFORMATION			
ATE OF PICK UP:		NUMBER OF SIGNS	
ATE OF PUBLIC HEARING:		SIGN RETURN DAT	E:
Development Department and agrees to retimmediately following the date of the public Petitioner or Representative agrees to pay to returned to the petitioner when the public hereach sign not returned to the United City of Years of State	hearing. the United City of Yorkearing sign/s have been opay to the United Cit	n returned to	the City. the full amount of the purchase price for
immediately following the date of the public Petitioner or Representative agrees to pay to returned to the petitioner when the public her Petitioner or Representative further agrees to	hearing. the United City of Yorkearing sign/s have been opay to the United Cit	n returned to	the City. the full amount of the purchase price for
immediately following the date of the public Petitioner or Representative agrees to pay to returned to the petitioner when the public her Petitioner or Representative further agrees to	hearing. the United City of Yorkearing sign/s have been opay to the United Cit	n returned to	the City. the full amount of the purchase price for
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Legal Description:

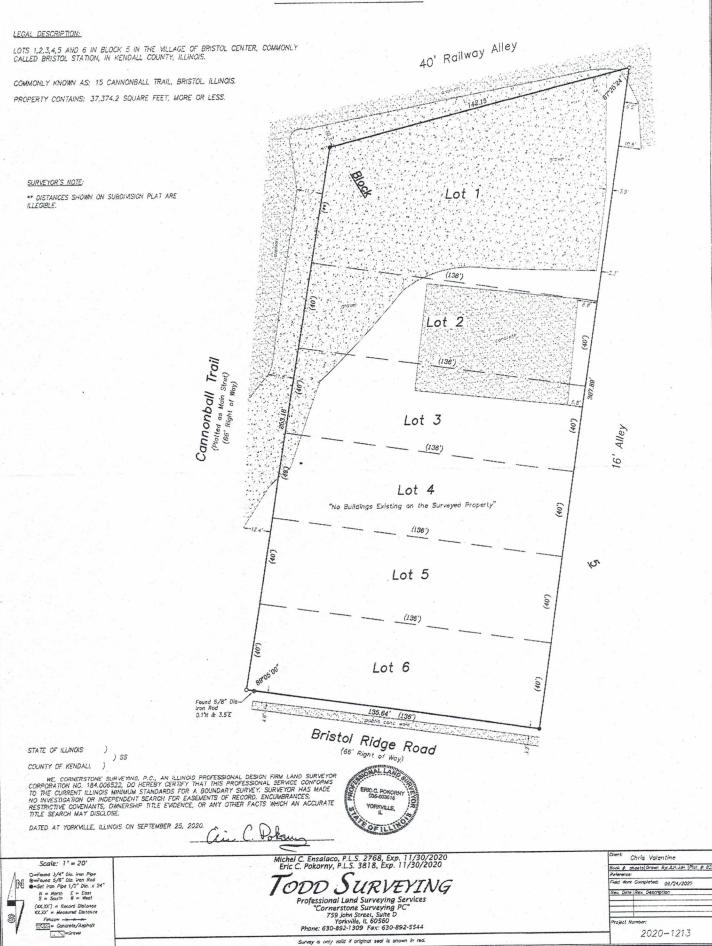
LOTS 1,2,3,4,5 AND 6 IN BLOOK 5 IN THE VILLAGE OF BRISTOL, CENTER COMMONLY CALLED BRISTIL STATION IN KENDALL COUNTY ILLINOIS

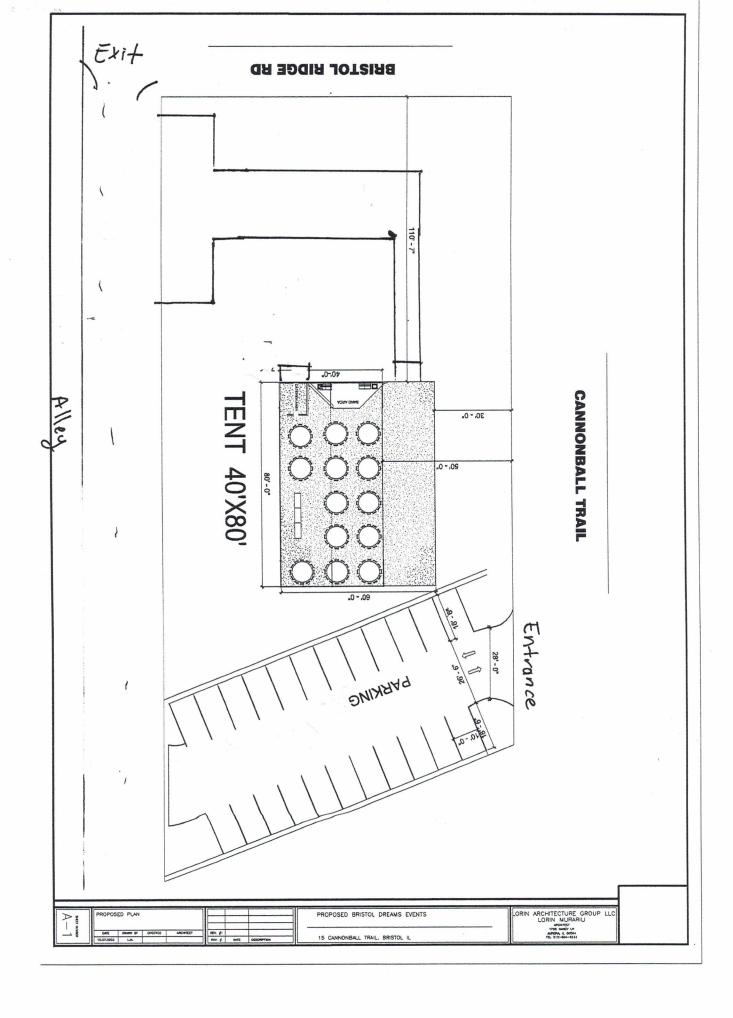
COMMONLY KNOW AS 15 CANNONBALL TRAIL, BRISTOL ILLINOIS

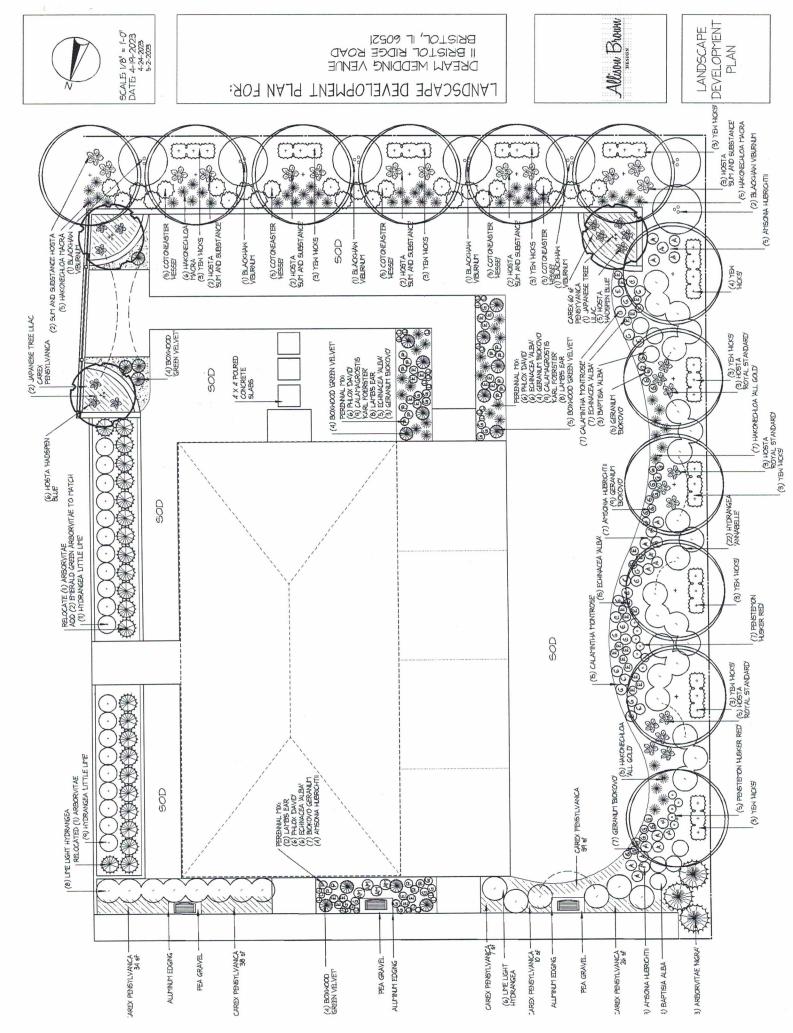
PROPERTY CONTAINS 37,374.2 SQUARE FEET MORE OR LESS

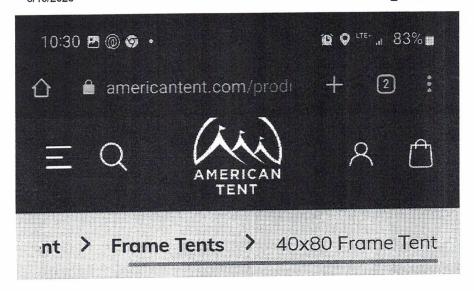


PLAT OF SURVEY









40x80 Frame Tent

*** 3 reviews

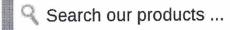












Go!



