



**PLANNING & ZONING DEPARTMENT**  
141 South Main Street, Suite 501  
Decatur, Illinois 62523

217.424.1466 (voice)  
217.424.1459 (fax)

## PETITION FOR SPECIAL USE PERMIT

This petition is hereby submitted to the Zoning Administrator and the Zoning Board of Appeals of Macon County, Illinois to request a Special Use Permit. Failure to provide any of the following requested information may result in a delay of processing this petition until that time when the requested information is provided.

### Part A – Petitioner Information\*

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Filed:**

**Current Zoning:**

**By:**

\*The petitioners are the principals. They are acting on their own behalf, not in conjunction with any agent, company, corporation or firm and are not a business operating under an assumed name, a partnership, joint venture, syndicate or unincorporated voluntary association.

### Part B – Property Information

Legal Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address or Location: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

Acreage: \_\_\_\_\_

Please answer the following questions in Parts C and D to the best of your ability. These questions address the criteria that the Zoning Board of Appeals reviews when considering the request for a Special Use Permit. Failure to answer or adequately address any of these issues may be detrimental to your petition. Please feel free to attach additional pages as necessary for your responses.

**Part C – Purpose of the Special Use Permit**

What is the specific purpose of the proposed Special Use on the property in question?

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**Part D – Standards for Special Use**

1. What would be the impact of the proposed Special Use on the public health, safety, welfare or morals within the surrounding area?

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2. How would the proposed Special Use impact the use, enjoyment or value of property in the surrounding area?

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3. How would the proposed Special Use impact the normal and orderly development and improvement of property in surrounding area?

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4. Are there adequate utilities and facilities in place for the proposed Special Use? How would the proposed Special Use impact the utilities and facilities in the surrounding area?

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5. What would be the impact of the proposed Special Use on traffic in the area? Are any measures being taken to address ingress and egress to the proposed use?

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6. Would the proposed Special Use conform to all of the other regulations of the Macon County Zoning Ordinance, as well as all applicable state and local laws and regulations?

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**Part E – Other Petition Information**

Please feel free to attach any additional documentation that you wish in order to help explain your petition. Some examples of such information are: maps, photographs, letters of support, building schematics, survey of land, statistical data, case law, etc.

**Part F – Other Administrative Information**

Property Owner (If different than petitioner)	Legal Representative (Optional)
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Signature: _____	Signature: _____

**NOTE: The petitioner is responsible for the cost of the required legal publication for the hearing. A billing statement will be issued by the Macon County Planning and Zoning Department, and proof of payment must be received before the date of the hearing. Non-payment of the legal notice fees will result in the petition being continued to the following month.**

**A COPY OF THE PROPERTY DEED MUST BE ATTACHED TO THIS PETITION.**

Please feel free to contact the Macon County Planning and Zoning Department if you feel you need any assistance in completing this petition.  
Copies of the Macon County Zoning Ordinance can be purchased at the Macon County Clerk’s office for \$5.00 (five dollars).



## MACON COUNTY PLANNING AND ZONING DEPARTMENT

Macon County Office Building  
141 South Main Street, Suite 501  
Decatur, Illinois 62523

PHONE: (217) 424-1466  
FAX: (217) 424-1459

### **Instructions for Petitioners Requesting Rezoning, Special Use Permit or Variance**

In order to obtain a change in zoning, a special use permit, or a variance, you must obtain a petition, on the appropriate form, to the Macon County Planning and Zoning Department. A petitioner may submit maps, data, or other supplemental information that would be beneficial in explaining the intent or justifying the reason for the zoning action.

It is required that the present owner of the property be involved in any petition concerning that property. If someone other than the owner is filing a petition (i.e., a renter or a prospective buyer), the signature of the property owner must be included on the petition to show that the owner supports the proposed zoning action.

The petition application must be completed in its entirety. Failure to complete any aspect of the application may result in a delay of the petition until that time when the missing information is provided. The completed petition must be accompanied by check- payable to Macon County Treasurer- for the appropriate filing fee.

*The filing fee is nonrefundable.*

After the Planning and Zoning Department receives a complete petition, a hearing before the Macon County Zoning Board or Appeals (ZBA) will be scheduled. At least 15 days before the hearing, a notice of the hearing will be placed in the Decatur Herald & Review newspaper (legal ads) indicating the day the hearing will be held. The petitioner will also receive a notice by mail, indicating the day and time that zoning hearings will begin. Also about 15 days before the hearing, a sign will be placed on the property to notify local residents that some form of zoning action has been requested. All Zoning Board of Appeals meetings are held on the 5<sup>th</sup> floor of the Macon County Office Building at 8:30 a.m.

The Zoning Board of Appeals will listen to evidence at the hearing both for and against the petition. The ZBA will make the final decision on whether or not to grant the petition in Variance cases only. In all other cases, the ZBA makes a recommendation to the Macon County Board regarding the petition. Before the County Board reviews the case, the petition is sent to the Environmental, Education, Health, and Welfare Committee (EEHW) of the County Board. The EEHW Committee reviews the record of the ZBA hearing and proposes a resolution to the Macon County Board to act on your petition. The County Board, at its next regular meeting, will review the case and will either make the final decision on the resolution at that time or the Board may send the petition back to the ZBA for more evidence and/ or reconsideration. In all cases except Variances, the

County Board will ultimately make the final ruling on your petition. The times and dates of the next EEHW Committee meeting and the County Board meeting will be available the day of the ZBA hearing. While it is not required, it is recommended that the petitioner attend both of these meetings.