

SPECIAL USE PERMIT



The City Council, with the advice of the City Planning Commission, is authorized by the Municipal Code to grant a Special Use Permit to any property within the City as long as this action is justified by the PUBLIC NECESSITY, GENERAL WELFARE, OR GOOD ZONING PRACTICE.

PROCEDURE

1. **The Applicant** obtains a City tax assessor's map or a survey prepared by a licensed engineer or land surveyor showing the exact boundaries of the property.
2. **The Applicant** takes the map and a legal description of the property to the Department of Community Development (Planning Division). The Applicant discusses the proposed Special Use Permit with a department representative and receives an application with information for its completion.
3. **The Applicant** files the application with the Department of Community Development accompanied by a \$360 application fee.
4. **The Department** checks the application and accompanying maps and material for accuracy and completeness.
5. **The Department** sends the application through the Development Review Process for comments from other City Departments.
6. **The Department** sets the case for a public hearing before the City Planning Commission, publishes legal notice of the public hearing in the local newspaper, and mails a notice of the public hearing to property owners within three hundred (300) feet of the subject property.
7. **The Department**, prior to the public hearing, analyzes the Special Use Permit application and prepares a written report with a recommendation for the City Planning Commission. The report is made available to the applicant prior to the hearing date.
8. **The City Planning Commission** holds a public hearing, which the applicant and those interested in the requested Special Use Permit should attend. Those attending may present testimony and evidence for and against the proposed Special Use Permit. The City Planning Commission reviews the request and decides on a recommendation for the City Council based on compliance with the Comprehensive Plan, staff reports, neighborhood considerations and the results of the public hearing.
9. **The Department** sets the case for a public hearing before the City Council, publishes legal notices of the public hearing in the local newspaper and mails a notice of the public hearing to property owners within three hundred (300) feet of subject property.
10. **The City Manager** prepares and submits a written recommendation to the City Council
11. **The City Council** holds a public hearing, which the applicant and those interested in the requested Special Use Permit should attend. Those attending may present testimony and evidence for and against the proposed Special Use Permit. The City Council makes its decision based on the City Planning Commission and City Managers recommendations, compliance with the Comprehensive Plan, neighborhood considerations and the results of the public hearing.

If the City Council approves the Special Use Permit, it is adopted by Ordinance and unless otherwise noted is effective immediately.

Every action, by an affected party, contesting a decision of the City Council to adopt, or failing to adopt a proposed Special Use Permit ordinance shall be filed with the Danville Circuit Court within 60 days of the date of Council's decision.

CITY OF DANVILLE

SPECIAL USE PERMIT APPLICATION

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL:

Application is hereby made for the Special Use Permit as described below:

INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION

APPLICATION IS HEREBY MADE FOR A SPECIAL USE PERMIT TO AUTHORIZE THE FOLLOWING

USE: _____

CASE NUMBER: _____

EXISTING ZONING: _____

PROPOSED ZONING: _____

TAX MAP NUMBER: _____

RECEIVED BY: _____

DATE FILED: _____

PLANNING COMMISSION DATE: _____

CITY COUNCIL DATE: _____

INFORMATION TO BE PROVIDED BY THE APPLICANT

(PLEASE TYPE OR PRINT)

Exact legal description of property (Attach if insufficient space).

Gross Area/Net Area: _____ Property Address: _____

Property Location: N S E W Side of: _____

Between: _____ and _____

Proffered Conditions (if any, please attach): _____

EXPLANATION OF REQUEST:

1. PROPOSED USE FOR THE SPECIAL USE PERMIT:

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.
- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

PRESENT OWNER (S) OF ALL PROPERTIES INCLUDED IN APPLICATION (PLEASE TYPE OR PRINT):

1. NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

EMAIL ADDRESS: _____

APPLICANT (PLEASE TYPE OR PRINT):

If the applicant is not the property owner, written authorization from the property owner must accompany this application.

NAME: _____ TELEPHONE: _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

SIGNATURE: _____ DATE: _____