



# City of Highland

Department of Community Development  
Zoning Division

## PETITION/ APPLICATION FOR SPECIAL USE PERMIT

This petition/application for Special Use Permit should be completed in its entirety and submitted to the City of Highland Building and Zoning Department, 2610 Plaza Drive, Highland, IL 62249. The zoning administrator (or appointed representative) shall transmit the completed application together with his advisory report to the Zoning Board of Appeals for a public hearing. The application for Special Use Permit will also be reviewed by the City's Plan Commission to determine its consistency with Highland's comprehensive plan and the impact of the special use on public utilities and traffic circulation.

The Plan Commission and the Zoning Board of Appeals meet the first Wednesday of every month at City Hall, 1115 Broadway, Highland, IL. Applications for Special Use Permits should be submitted to the City Building and Zoning Department no later than one month prior to the regularly scheduled meeting date.

By directive of the City Council, all petitioners, or a representative, must attend the Plan Commission, Zoning Board of Appeals and/or City Council meetings (whichever applies to their particular request). If there is no representation the petition will be removed from the agenda and placed on the next month's agenda. If you have any questions, please contact the City of Highland Building and Zoning Department at (618) 654-7115.

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APPLICANTS NAME

PHONE

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ADDRESS OF APPLICANT

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NAME & ADDRESS OF OWNER/OPERATOR OF PROPOSED STRUCTURE OR USE  
(IF DIFFERENT FROM ABOVE)

**STATE** the nature of the proposed use, including the type of activity, manner of operation, number of occupants or employees and similar matters.

**STATE** the number & size of the proposed dwelling units, if any.

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**SPECIFY** the location and number of proposed parking/loading spaces and access ways.

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**STATE** any other pertinent information the Administrator may require.

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**STATE** the existing use(s) and zoning of the property in question.

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**STATE** the existing use(s) and zoning of other lots in the vicinity of the property in question.

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**STATE** the suitability of the property in question for uses already permitted under existing regulations.

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**STATE** the suitability of the property in question for the proposed use(s).

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**\*INCOMPLETE APPLICATIONS WILL BE RETURNED**

## **SPECIAL USE PERMIT INFORMATION**

This chapter divides this City into various districts, and permits in each district as a matter of right only those uses which are clearly compatible with one another. Certain other uses, because of their special operational or physical characteristics, may or may not have a detrimental impact on nearby permitted uses, depending upon their precise location, manner of operation, and other factors. Such special uses require careful case-by-case review, and may be allowed only by permission of the council.

### **APPLICATION**

(a) Every applicant for a special use permit under this chapter shall submit to the administrator on the prescribed form, in narrative or graphic form, the items of information enumerated in subsection (b) of this section. The administrator shall prepare an advisory report on every request for a special use permit. He shall promptly transmit the completed application and his advisory report to the Zoning Board of Appeals.

(b) Items of information shall be as follows:

1. Name and address of the applicant.
2. Name and address of the owner or operator of the proposed structure or use, if different from subsection (b)(1) of this section.
3. Nature of the proposed use, including type of activity, manner of operation, number of occupants or employees, and similar matters.
4. Location of the proposed use or structure, and its relationship to existing adjacent uses or structures.
5. Area and dimensions of the site for the proposed structure or uses.
6. Existing and proposed screening, landscaping and erosion control features on the site, including the parking area.
7. Height, setbacks, and property lines of the proposed structure.
8. Number and size of proposed dwelling units, if any.
9. Location and number of proposed parking/loading spaces and access ways.
10. A copy of the legal description of the property.
11. Any other pertinent information that the administrator may require.

**The Plan Commission and the Zoning Board of Appeals meet the first Wednesday of every month.**

### **PLAN COMMISSION REVIEW AND REPORT**

When the zoning administrator receives an application for a special use, the administrator shall forward a copy to the Plan Commission. At the next regular Plan Commission meeting, the commission will review the application for the following factors:

1. Whether the proposed special use is consistent with Highland's comprehensive plan.

2. The effect the proposed special use would have on public utilities and on traffic circulation.

The Plan Commission, after its review, will immediately submit an advisory report to the Zoning Board of Appeals for its review.

### **NOTICE OF PUBLIC HEARING**

The zoning board of appeals shall hold a public hearing on every zoning special use permit application within a reasonable time after the application is submitted to them. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date, and place of the hearing, and the nature of the proposed special use, shall be given not more than 30 nor less than 15 days before the hearing by:

1. First class mail to the applicant, and to all parties whose property would be directly affected by the proposed special use; and
2. Publication in a newspaper of general circulation within this City.

### **ADVISORY REPORT – FACTORS CONSIDERED**

Within a reasonable time after the public hearing, the zoning board of appeals shall submit its advisory report on the special use permit required under this division to the council. In deciding what their advice should be, the zoning board of appeals shall consider the following factors:

1. Whether the proposed design, location and manner of operation of the proposed special use will adequately protect the public health, safety and welfare, and the physical environment;
2. Whether the proposed special use is consistent with this city's comprehensive plan;
3. The effect the proposed special use would have on the value of neighboring property and on this city's overall tax base;
4. The effect the proposed special use would have on public utilities and on traffic circulation on nearby streets; and
5. Whether there are any facilities near the proposed special use, such as schools or hospitals that require special protection.

### **ACTION BY CITY COUNCIL**

The city council shall act on every request for a zoning special use at their next regularly scheduled meeting following submission of the zoning board of appeals' advisory report. Without further public hearing, the council may grant a special use permit by an ordinance passed by simple majority vote of all members then holding office. In a separate statement accompanying any such ordinance, the council shall state their findings of fact, and indicate their reasons for approving, with or without conditions, or denying the request for a special use permit.

### **FEE SCHEDULE**

At the time the application is submitted or filed, a non-refundable Special Use Permit Application of **\$125.00** is to be paid by the applicant.

**\*INCOMPLETE APPLICATIONS WILL BE RETURNED**