



# Special Use Permit Application

Certain uses in each zoning district are classified as special uses. Because of their unique characteristics, such uses often require larger land areas or need specific regulations to achieve compatibility with existing development. The effects of such uses cannot normally be foreseen until a specific site or use is proposed. The special use process allows for these uses to be given careful consideration relative to the existing and proposed development in the area.

The Community Development Department is here to help you with this process. Please feel free to contact us at (630) 736-3843 so we can assist you!

The Village's special use regulations are outlined in Title 11, Chapter 13, Section 8 of the Streamwood Village Code.

## *Application Submittal Checklist (Check all that Apply)*

Submit **seven (7) copies** of each of the following documents for review:

- Plat of survey
- Site plan
- Exterior building elevations
- Interior floor plan
- Other

Submit **one (1) copy** of each of the following documents for review:

- Application (3 attached pages only)
- Legal description
- Adjacent property owner list
- Application fee - \$100

Please submit all of the required documentation together. Incomplete or inadequate submittals may cause delays in processing your application. Village staff may request other documents not specifically identified in the checklists above as deemed necessary to the special use permit you are requesting. All documentation submitted should either be legal sized or folded down to approximate legal size.

### **Procedure**

All special use permit applications are generally processed according to the following procedures. Deviations from these procedures may be deemed necessary based on the details of the special use you are requesting. Any deviations are determined on a case by case basis.

1. You submit all of the required documentation to the Community Development Department.
2. Village staff reviews submittal. If revisions are required, you will be notified of the required revisions and asked to submit revised documents for further review.
3. After all of your documentation has been thoroughly reviewed the public hearing meeting before the Planning and Zoning Board is scheduled.
4. Village staff will notify you of the Planning and Zoning Board meeting date and the required public hearing notification process. The Planning and Zoning Board meets the third Tuesday of each month.
5. The Planning and Zoning Board conducts the public hearing and provides a recommendation to the Village Board on your special use request.
6. The Village Board conducts a first reading of the petition. The Village Board meets the first and third Thursday of each month.
7. The Village Board conducts a second reading of the petition where a final determination is made.

### **Public Hearing Notification Procedures**

Once your public hearing meeting date before the Planning and Zoning Board has been determined, Village staff will publish a Public Notice in a newspaper of general circulation in the Village. You will have to send by certified mail return green receipt, a copy of the Public Notice and a cover letter explaining your special use request to all adjacent property owners on the list obtained from the applicable Township Assessor's Office. You may also attach any supplemental documentation to the letter at your discretion. The notifications must be completed no less than fifteen (15) days prior to the public hearing meeting date.

At the public hearing meeting, you will have to provide the following documentation as proof of required notification:

1. A signed copy of the Public Notice cover letter you mailed to the adjacent property owners, including any supplemental documentation you attached to the letter.
2. All of the certified mail receipts.
3. All of the signed certified mail return receipts or returned letters if not accepted.



# Special Use Permit Application

Submittal Date: \_\_\_/\_\_\_/\_\_\_  
Fee Paid: \$ \_\_\_\_\_  
Public Hearing Date: \_\_\_/\_\_\_/\_\_\_  
for office use only

## Subject Property Information

\_\_\_\_\_  
(Street Address or General Location of the Subject Property)

\_\_\_\_\_  
(Parcel Identification Number [P.I.N.])

\_\_\_\_\_  
(Current Zoning)

\_\_\_\_\_  
(Current Use of the Subject Property)

## Petitioner Information

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Fax)

\_\_\_\_\_  
(E-mail Address)

Petitioner's Interest in the Subject Property:

\_\_\_ Owner \_\_\_ Lessee/Tenant \_\_\_ Contract Purchaser \_\_\_ Other: \_\_\_\_\_

**Property Owner Information (if different from the petitioner)**

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(Name)

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(Address)

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(Phone)

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(Fax)

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(E-mail Address)

**Doing Business As (D.B.A.) Information (if applicable)**

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(Name)

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(Address)

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(Phone)

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(Fax)

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(E-mail Address)

**Special Use Being Requested**

State your desired use of the subject property and why the special use permit is being requested.

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**Signature**

I attest that all the information on this application and all of the information provided on any documentation submitted herewith this application is true and accurate. I consent to the entry upon the subject property by any authorized official of the Village of Streamwood for the purposes of inspection or review of the subject property in order to verify information associated with my special use permit request.

In addition to the application fee specified herein, I agree to reimburse the Village for any professional services or costs, including those that may be incurred by the Village, that are associated with the Village of Streamwood providing a formal decision on my special use permit request.

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(Signature of Petitioner)

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(Date)

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(Signature of Owner, if different from the petitioner)

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(Date)

## **Please Provide the Information Below, if Required on the Application Submittal Checklist**

### **Plat of Survey**

The plat of survey should be stamped by a State of Illinois licensed surveyor. The Village may request a plat that reflects all of the current site conditions of the subject property at the time of application submittal.

### **Site Plan**

If a site plan is required, then it should be drawn to scale and identify the following information:

1. North arrow.
2. Property lines.
3. Principal and accessory structures.
4. Curb cuts, driveways, drive aisles and off-street parking areas.
5. Freestanding signage.
6. Other ancillary site improvements.
7. Adjacent property site improvements in close proximity to the property lines.
8. Easements.
9. Above grade or at grade utility appurtenances or equipment.
10. Measurements and/or setback dimensions for the above required information.
11. Other information as deemed necessary by Village staff.

### **Exterior Building Elevations**

If you are proposing changes to the existing exterior of the building, then you should provide elevation plans with your application submittal. The plans should be stamped by a State of Illinois licensed architect. Your elevation plans should be prepared in accordance with Chapter 4, Section 11 of the Village of Streamwood Zoning Code.

### **Interior Floor Plan**

If an interior floor plan is required, then it should be stamped by a State of Illinois licensed architect. The floor plan should be drawn to scale and identify the following information:

1. North arrow.
2. Room labels.
3. Furniture and store fixture locations.
4. Wall, window and door locations.
5. Utility fixture locations.
6. Full dimensions
7. Other information as deemed necessary by Village staff.

### **Legal Description**

The legal description of the subject property can be obtained from the plat of survey. Please provide the legal description in electronic format.

### **Adjacent Property Owner List**

You can obtain the adjacent property ownership mailing address information from either the Hanover Township Assessor's Office or Schaumburg Township Assessor's Office. The list must include all property owners within two hundred fifty feet (250') of the subject property, exclusive of any rights-of-way. The list will be used in conjunction with the Public Notice mailing. Please submit one (1) copy of the list with your application submittal and keep one (1) copy for yourself.

Hanover Township Assessor's Office  
Hanover Town Hall  
250 S. IL Route 59  
Bartlett, IL 60103  
(630) 837-0301  
assessor@hanover-township.org

Schaumburg Township Assessor's Office  
1 Illinois Boulevard  
Hoffman Estates, IL 60109  
(847) 884-0030  
assessor@schaumburgtownship.org

### **Special Use Standards**

A special use, other than a planned unit development, shall be authorized by the Planning and Zoning Board only when the following findings of fact are evaluated:

1. Compatible with Existing Development - The nature and intensity of the activities involved and the size and placement of any structures proposed will be so planned that the special use will be compatible with the existing development and will not impede the normal and orderly development and improvement of surrounding property.
2. Lot of Sufficient Size - The size of the lot will be sufficient for the use proposed.
3. Traffic - The location of the special use within the Village will be such that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the special use.
4. Parking and Access - Parking areas will be of adequate size for the particular use and properly located, and the entrance and exit drives will be laid out so as to prevent traffic hazards and nuisances.
5. Effect on Neighborhood - In all respects, the special use will not be significantly or materially detrimental to the health, safety and welfare of the public or injurious to the other property or improvements in the neighborhood, nor will it diminish or impair property values in the surrounding area.
6. Adequate Facilities - That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.
7. Adequate Buffering - Adequate fencing and/or screening shall be provided to ensure the enjoyment of surrounding properties, to provide for the public safety or to screen parking areas and other visually incompatible uses.

### **Additional Special Use Standards for the Sale/Service of Alcoholic Beverages**

In addition to the seven (7) special use standards outlined above, the Planning and Zoning Board shall also consider and make findings of fact that the subject property's location:

1. Relative to existing or planned churches, synagogues, temples or other places of worship will not adversely impact on the use and function of said places of worship.

2. Relative to existing public and private elementary, junior high schools, high schools and nursery schools will not adversely impact on the use, function or pupils of said institutions.
3. Relative to the proximity of automobile service stations is consistent with Village policy and will not have an adverse impact on the health, safety or general welfare of the public.

#### **Additional Special Use Standards for Commercial Communication Towers**

In addition to the seven (7) special use standards outlined above, the Planning and Zoning Board shall also consider and make findings of fact that the subject property's location:

1. Relative to existing or planned churches, synagogues, temples or other places of worship will not adversely impact on the use and function of said places of worship. No commercial communication tower shall be located within five hundred feet (500') of any zoning lot containing existing or planned churches, synagogues, temples or other places of worship.
2. Relative to the proximity of residential structures will not have an adverse impact on the health, safety or general welfare of the public. No commercial communication tower shall be located within five hundred feet (500') of any zoning lot containing existing residential structures.
3. Will be adequately screened and secured so as to minimize any potential adverse impact on adjacent uses and safeguard the health, safety and general welfare of the public.

#### **Additional Special Use Standards for Signs**

In addition to the seven (7) special use standards outlined above, the Planning and Zoning Board shall also consider and make findings of fact that the subject property's location:

1. Will serve the public convenience and not merely serve as a convenience to the petitioner at the location of the subject sign; or that the establishment, maintenance or operation of the special use will not be detrimental to or endanger the visibility, public safety, comfort or general welfare.
2. Will be in harmony and scale with the architecture of the building(s) in the development and with other signs in the immediate vicinity.
3. Will not be injurious to the use and enjoyment of other property in the immediate vicinity of the subject property for the purposes already permitted; nor substantially diminish and impair other property values within the immediate vicinity; nor impair the visibility of adjacent signs.
4. The nature, location and size of the sign(s) involved with the establishment of the special use will not impede, substantially hinder, or discourage the installation of signs on adjacent property in accordance with the Village Sign Ordinance.
5. Shall in all other respects conform to the applicable regulations of the Village Sign Ordinance except as such regulations may, in such instance, be modified as provided by the Village Code.

#### **Additional Special Use Standards for Video Gaming Establishments**

In addition to the seven (7) special use standards outlined above, the Planning and Zoning Board shall also consider and make findings of fact that the subject property's location:

1. Shall not be closer than five hundred (500) feet to an existing video gaming establishment, measured front door to front door.



2. Shall not be located within a multi-tenant building where the building's leasable floor area is less than five thousand (5,000) square feet.
3. Shall not be located in a multi-tenant building or shopping center where there is already an existing video gaming establishment.

### **Additional Special Use Standards for Adult-Use Cannabis Dispensaries**

In addition to the seven (7) special use standards outlined above, the Planning and Zoning Board shall also consider and make findings of fact that the subject property's location:

1. Relative to the proximity of other existing dispensaries:
  - A. Shall not be located closer than five hundred (500) feet to an existing residential zoning district, measured from the front door of the dispensary to the closest edge of the residentially zoned property line.
  - B. Shall not be located closer than one thousand five hundred (1,500) feet to an existing dispensary, measured front door to front door.
2. A maximum of two (2) shall be permitted within the Village at any one time.
3. On-site consumption of any cannabis product is strictly prohibited.
4. Craft Growers, Cultivation Centers, Infusers, Processors and Transporters are strictly prohibited.
5. At least eighty-five percent (85%) of the floor area shall be devoted to the activities of the dispensary as authorized by the Adult-Use Cannabis Act. Any request for a reduction in the floor area percentage shall be evaluated as part of the special use request.
6. For purposes of determining required parking, a dispensary shall be classified as a retail store pursuant to Section 11-9-3-5 of the Zoning Ordinance; provided however that the Village may require that additional parking be provided as a result of the analysis completed through the special use process.
7. Shall not conduct any sales or distribution of cannabis other than as authorized by the Adult-Use Cannabis Act.
8. No dispensary nor any other person or entity shall place or maintain, or cause to be placed or maintained, an advertisement of cannabis or cannabis-infused product in any form or through any medium:
  - A. Within one thousand (1,000) feet of the perimeter of school grounds, a playground, a recreation center or facility, a child care center, a public park or public library, or a game arcade to which admission is not restricted to persons twenty-one (21) years of age or older; or
  - B. On or in a public transit vehicle or public transit shelter; or
  - C. On or in publicly owned or publicly operated property.
9. Each dispensary shall prohibit any person who is not at least twenty-one (21) years of age from entering the dispensary, except for cardholders granted medical access under the Medical Cannabis Act over 18 years of age, whose access shall be limited to the medical cannabis dispensing area only. Dispensaries shall not employ anyone under the age of twenty-one (21). Access to the dispensary shall be limited exclusively to dispensary staff and those specifically authorized under the Adult-Use Cannabis Act.