

# City of Kewanee

401 E. Third Street, Kewanee, Illinois 61443

phone 309-852-2371 fax 309-856-6001

## APPLICATION FOR REZONING OR SPECIAL USE PERMIT

at

\_\_\_\_\_  
(Rezoning or Special Use)

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

\_\_\_\_\_  
Name of Applicants

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Owner(s)

\_\_\_\_\_  
Address

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

Present Zoning District: \_\_\_\_\_

Requested Zoning District: \_\_\_\_\_

Proposed Use (for Special Use  
only): \_\_\_\_\_

We, the undersigned, have read and understand the attached instruction sheet and will furnish the requested information to the Health, Building and Zoning Officer and to the Plan Commission.

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Do not Write Below This Line - For Official Use Only)**  
\_\_\_\_\_

Approved by, and filed with the HBZ Officer on \_\_\_\_\_

Signature of HBZ Officer \_\_\_\_\_

Filed with the City Clerk  
on \_\_\_\_\_

\_\_\_\_\_  
Signature of City Clerk

Forwarded to City Attorney on \_\_\_\_\_

Legal Notice Published on \_\_\_\_\_

Post Card notification mailed on \_\_\_\_\_

### **Case Disposition**

Plan Commission hearing held on \_\_\_\_\_

The vote was \_\_\_\_\_ ayes \_\_\_\_\_ nays thus this was RECOMMENDED/NOT RECOMMENDED to the City Council.

City Council Action on \_\_\_\_\_. The vote was \_\_\_\_\_ ayes \_\_\_\_\_ nays thus this was GRANTED / DENIED by the City Council.

Ordinance # \_\_\_\_\_, passed \_\_\_\_\_.

## BASIC INSTRUCTIONS FOR FILING APPLICATIONS FOR REZONING OF PROPERTY AND SPECIAL USES

1. Application blanks are available at City Hall, 401 E. Third Street, Kewanee, Illinois.
2. An application must be filed early enough, (24 days prior to a hearing date at a minimum), to be forwarded to the City Attorney so that legal notice may be published at least fifteen days prior to the scheduled meeting. Petition are to be filed with the HBZ Officer. The HBZ Officer will file with the City Clerk and forward the petition to the City Attorney for publication.
3. Applicant, in most cases, must be the owner of record of the property. The signature of the owner must be on the petition. A notarized affidavit authorizing the applicant to represent the owner may also be required.
4. Application must be filled out in full.
5. The Plan Commission normally meets on the 4<sup>th</sup> Thursday of each month at 7:00 p.m..
6. Applicant or his representative must appear in person at his respective hearing.
7. Applicant shall provide the following at the time of filing application:
  - I. A plat of the property to be rezoned showing property measurements. This plat shall show all buildings and permanent obstructions, their measurements and distances in relation to each other and to the property lines. This plat shall show adjoining property and buildings thereon.
  - II. Copy of property deed.
  - III. Provide a list of all property owners within 300 feet of any portion of the property on the application. This list may be obtained from the Tax Assessor's Office.
  - IV. Failure to have all of the above listed information and documents may result in a postponement of your case or denial of your request.
  - V. In addition to the items above, all Special Use Permit requests shall also contain:
    - (a) The name(s) and mailing addresses of the property owner(s) and proposed business operators;
    - (b) The property location, including assessor's parcel number, and legal description of said property;
    - (c) The name and nature of the business and activities to be conducted on the property;
    - (d) The proposed hours of operation, if applicable;
    - (e) A detailed site plan drawn to scale and dimensioned including:
      1. All buildings and structures, existing or proposed, on the site.

2. Traffic access and circulation at the site.
  3. Parking and loading areas.
  4. Utility services such as water, sanitary sewer, electricity, natural gas, phone, cable, and storm sewers.
  5. Setbacks and spaces between buildings.
  6. Walls, fences, and landscaping and their location, height, and materials.
  7. Sign types, locations and sizes.
  8. Location and design of exterior lighting sources.
  9. Trash and recycling facilities;
- (f) A detailed floor plan of any existing or proposed buildings or structures drawn proportionally and showing dimensions of the uses within each room and the location of all walls and partitions including their height and material of construction;
- (g) The location of all doors and windows, including sizes, materials and coverings if any;
- (h) A written description of the proposed use that includes pertinent information concerning the proposed use. This written description must also explain the need for the proposed use at the petitioned site. This written description must also include a description of how the request satisfies the review standards found in City Code §155.157-(C), excerpted below.
- (i) All other information required to provide an explanation as to how the proposed project will comply with the requirements of this chapter and such other information as the HBZ Officer shall deem appropriate.

**3 criteria for granting a Special Use Permit from §155.157-(C) of the Kewanee City Code:**  
“(C) Determination. The Plan commission shall then make its findings and recommendations to the Council within 30 days following the date of public hearing on each application. The Council may then authorize a special use as defined herein by specific ordinance, provided the evidence presented is such as to establish beyond reasonable doubt:

- (1) That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience, and will contribute to the general welfare of the neighborhood or community;
- (2) That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity, and
- (3) That the proposed use will comply with the regulations and conditions specified in this chapter for such use, and with the stipulations and conditions made a part of the authorization granted by the Council.”