

Special Use Waiver for Restaurant Application



June 2017

Prepared by:

**The Department of Planning
and Community Development
Village of Arlington Heights
33 S. Arlington Heights Road
Arlington Heights, Illinois 60005
(847) 368-5200
www.vah.com**





Department of Planning
and
Community Development
**Special Use Waiver for Restaurant
Application Form**

PETITIONER'S APPLICATION	
Petition #: SUW: _____	Site Location: _____
Petitioner's Name: _____	Site Gross Area: _____
Petitioner's Address: _____	PIN: _____
Property Owner: _____	
Contact Person: _____	
Address: _____	_____ Petitioner's Signature Date
Phone #: _____	
Fax #: _____	_____ Owner (Beneficial) Date
Email: _____	

The petitioner must fill out the top section of this page. The petitioner and owner must sign this page on the signature line provided above prior to submitting the completed application. In addition the following shall be required:

REQUIRED APPLICATION MATERIAL

1. **Ownership Information** – Fully Executed Lease, or fully Executed Contract to Purchase
2. **Detailed Business Narrative**-overview of the restaurant concept/theme, the hours of operation, number of employees during the largest work shift, the anticipated delivery and trash collection times, and a menu.
3. **Current Plat of Survey**
4. **Application form.**
5. **Written justification to the Special Use criteria**
6. **Plans, Studies, and Support Documentation** – Not to exceed 24" x 36" sheet size.
 - a) Fully dimensioned and to scale floor plan
 - b) A site plan showing location of grease trap and refuse area
 - c) A fully dimensioned detail of the trash enclosure.
 - d) A parking survey over a three day period, including Saturday, that demonstrates that the site has sufficient parking to meet code.
 - e) A written statement indicating that all new roof mounted mechanical equipment will be screened in a manner that is architecturally compatible with the design of the building.
 - f) List of existing tenants and the amount of floor area they each occupy.

Village of Arlington Heights Department of Planning and Community Development
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PETITIONER ACKNOWLEDGEMENT

I, _____, being the Petitioner for the proposed Special Use Waiver for a Restaurant request, acknowledge that the Village reserves the right to add other restrictions if there are impacts to surrounding property owners and/or require public hearing review by the Plan Commission and approval by the Village Board.

Signature



DEPARTMENT OF PLANNING
AND
COMMUNITY DEVELOPMENT

SPECIAL USE WAIVER FOR RESTAURANT-CRITERIA

Petitioner: _____

Project: _____

Location: _____

The use of the checklist below is to be used to ensure a complete submittal and to be filled out by staff to determine compliance with the Special Use Waiver process.

CRITERIA	YES	NO
The Petitioner has provided proof of ownership or fully executed Lease for the proposed location.		
The proposed request is consistent with current zoning and/or any other enabling ordinance governing the property.		
Under ordinary circumstances, the proposed request would otherwise require a Special Use Permit per existing zoning and Chapter 28, Section 5.5-1, <i>Permitted Uses</i> .		
The Petitioner has provided, to the satisfaction of the Village a written justification to the Special Use criteria (Chapter 28, Section 8.5-1 through 8.5-3).		
The proposed restaurant does not have a drive-through and/or does it involve any new building construction or building addition.		
The proposal meets one or more of the following. <ul style="list-style-type: none"> ▪ A carry out only restaurant or ▪ A sit-down restaurant that is no larger than 4,000 square feet in size ▪ An outdoor café in conjunction with a legally established restaurant 		
The Petitioner has provided evidence that the proposed restaurant is not within one mile of the same restaurant franchise.		
The Petitioner has provided, to the satisfaction of the Village a detailed business summary (including but not limited to; an overview of the restaurant concept/theme, the hours of operation, the maximum number of employees during the largest work shift, the anticipated delivery and trash collection times, and a menu).		
The Petitioner has provided a code compliant floor plan that is to scale and shows the size and layout of the interior dining room and kitchen.		
The Petitioner proposed request complies with all applicable accessibility, building, health, and life safety Code requirements.		
The Petitioner has provided written confirmation that any new roof mounted mechanical equipment required in conjunction with the restaurant will be screened from the public view in a manner that is architecturally compatible with the building.		
The Petitioner provided written confirmation acknowledging that it is unlawful to cause or to knowingly permit the emission of objectionable odors in quantities so as to be readily detectable by an observer at any point on the boundary line of any premises or beyond and that if the Village determines that the proposed use does not comply with the aforementioned requirement, an understanding that additional measures and/or improvements will be incorporated to address the odor issue.		
The Petitioner provided written confirmation acknowledging that the Special Use Waiver approval shall be subject to the submittal and issuance of a building permit.		
The Petitioner provided, to the satisfaction of the Village, a plat of survey or a contextual site plan showing existing and proposed conditions (i.e. building and parking lot configuration, grease trap, loading, and refuse collection areas).		

The Petitioner provided to the satisfaction of the Village, a parking survey over a three day period, including Saturday, that demonstrates that the site has sufficient parking.		
For outdoor cafes located outside the Downtown, the Petitioner provided written confirmation indicating that the restaurant has been legally established either through the Special Use or Special Use Waiver process?		
For outdoor cafes located in the B-5 Downtown District, the Petitioner provided written confirmation that the outdoor eating area shall comply with the Village's administrative review process and the standards established in Chapter 28, Section 5.1-14.2.		
The Petitioner has provided to the satisfaction of the Village a fully dimensioned and to scale plan showing the location and configuration of the outdoor dining area.		
The Petitioner has provided, to the satisfaction of the Village, details of the outdoor furniture, which is designed to withstand a wind pressure of not less than 30-pounds per square inch.		
The Petitioner has provided written confirmation that the proposed restaurant is not a 24 hour operation.		
The Petitioner provided, to the satisfaction of the Village, certification/documentation from the architect/owner verifying the total square footage.		

Additional Remarks

Provide any additional information that you would like the Planning & Community Development Department to know about that would assist in the evaluation of this project.

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