



Village of Brookfield

Community Development Department

8820 Brookfield Avenue, Brookfield, Illinois 60513-1688
(708) 485-7344 ext 3 • www.brookfieldil.gov

Special Use Application

Applicant Information

Full Name: _____

Address: _____

Email Address: _____ Phone number: _____

Is the applicant in the process of purchasing the property? Yes No

If yes, is the purchase contingent on approval of this request? Yes No

Property Information

Address: _____ Brookfield IL, 60513

Zoning district: _____ Current Use type: _____

Property Index Number(s) (PIN): _____

Legal Description: _____

(attach if necessary) _____

The property is: Conforming (meets zoning requirements) Non-conforming (does not meet zoning requirements) _____ explain non-conformity

Surrounding zoning and land uses: (This information can be found online on the [Community Portal](#).)

	Zoning District	Land Use (Residential, Commercial, Industrial, etc.)
North:		
East:		
South:		
West:		

Use of Property

What is the proposed use of or improvement to the property? _____

What will the property be used for? Personal New Business Rental Resale

Checklist for submittal

- Pre-application Meeting with Staff
A pre-application meeting with Village staff is strongly suggested prior to filling application.
- Completed Application
Applications must be complete when submitted. If you have questions, staff is happy to assist when you fill it out. Applications should be submitted 3 weeks before PZC meeting.
- Application Fee
The application fee of \$675 is due at the time of submittal. A \$75 deposit will also be collected for the public hearing sign. This deposit will be returned after the meeting.
- Current Plat of Survey
*A **LEGIBLE** plat of survey showing the property in its current conditions and improvements.*
- Signed Affidavit and Proof of Ownership
Affidavit of ownership completed and notarized submitted with a copy of a current tax bill, deed, or other official document showing current ownership. If applicant is in the process of purchasing the property, the current owner should fill this out. If an agreement has been put together, you can also attach that.
- Supporting Photos or Graphics
Any photos and/or drawings that illustrate the current condition, the request, and the resulting condition if the request is granted.
- Summary of project/ request (optional)
A written statement describing why the applicant is filling for this request. Any background information that may help the staff and the Board understand the request should be approved would be helpful.
- Public Notice (submitted subsequently)
In advance of the public hearing meeting, adjacent properties within 250 feet must be notified by mail. Once letters are mailed, an affidavit confirming this and one letter that was sent must be submitted to the Village.

Standards for Granting Special Use Permit

There are 3 standards that are considered and must be met in order to approve special uses in the Village of Brookfield. (Sec. 62-821) Please describe how your request demonstrates compliance.

1. Describe the proposed use's compatibility with the intent and purpose of the property's zoning district:

2. Describe the proposed use's compatibility with existing uses on site and in the vicinity:

3. Describe what special actions, if any, are contemplated to modify any unique, special, or unusual impacts which the special use may cause or intensify upon properties and uses upon public facilities or neighboring properties:

Signatures

I hereby affirm that I have full legal capacity to authorize the filing of this Petition and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. The Authorized Signer invites Village representatives to make all reasonable inspections, investigations, and pictures of the subject property during the processing period of this Petition. I agree to pay all fees consistent with the Village payment policies and comply with the Village Codes. I understand these fees will include publication expenses and may include engineering expenses and attorney fees.

Printed name of Applicant

Signature of Applicant

Date

Printed name of Property Owner (if different)

Signature of Property Owner (if different)

Date

AFFIDAVIT OF OWNERSHIP & DISCLOSURE OF BENEFICIARIES

- the sole owner
- an owner
- an authorized officer for the owner

I, _____, under oath, state that I am:

printed name

of the property described as _____ and that such property

property address

is owned by _____ as of this date.

property owner's name

Further, the property to which this application relates IS / IS NOT the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was complete in the affirmative, the following statement shall be completed and verified:

I, _____, as the trustee/beneficiary of

Printed name

Trust Number, _____,

Trust name

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person(s), body(ies) Politic, corporation(s), or other entity(ies) below are the beneficiary(ies) of said land trust, that the beneficiary(ies) designated by a checkmark hold(s) the power of direction created therein, and that no beneficiary hold a beneficial interest as nominee for a person, body, politic, corporation or other entity not named herein.

Name	Address	Interest

Signature

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS

DAY OF _____,

Day Number

Month

year

Public Notary

AFFIDAVIT OF PUBLIC NOTICE

The undersigned petitioner, on oath states that they notified, in writing, the owners of all property within 250 feet, excluding rights of way, in each direction of the property to which his petition relates, by personal delivery or by mail; that a public hearing would be held to consider such petition; that such notice was given no less than 15 days prior to such hearing; and that the owners so notified, are those shown on the last available tax records of the county. (Please attach a list of notified property owners).

Property owner name

Property owner signature

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS

DAY OF

Day Number

Month

year

Public Notary