



**DeWitt County
Department of Zoning and Planning**

Dewitt County Building
201 W. Washington St.
P. O. Box 439
Clinton, IL 61727-0439
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zoning@dewittcountyil.gov

**A SUMMARY OF THE
REQUIREMENTS AND PROCEDURES FOR FILING
APPLICATIONS FOR SPECIAL USE**

1. Before any application for special use can be processed and placed on the various agendas you must complete the application. The application has two (2) parts. The first part provides space for the name of the owner and applicant, the legal description and common location of the property. It also provides spaces for you to insert a detailed explanation as to what it is you are requesting and six questions to answer that is pertinent to your request. The second part is completed by filling in the names and addresses of all owners of property within 250 feet of your property. Usually you can obtain these names and addresses by visiting the Supervisor of Assessments Office which is located in the County Building.
2. Along with the completed application, you will be required to pay a filing fee. This fee is established by the County Board and is assessed according to the fee schedule. You will also be required to pay the cost of publishing the notice of the hearing in the newspaper. The Administrator will mail a copy of the statement to you a week or so before the hearing. This fee should be paid directly to the newspaper. The amount shown on that notice must be paid prior to the hearing date or your request may be continued to a later meeting. *The filing fee is nonrefundable.*
3. The completed application and the filing fee are submitted to the Administrator.
4. All applications are reviewed by the Planning Commission for compliance with the various elements contained in the Comprehensive Plan. A public hearing is held before the Zoning Board. Both of these bodies prepare a recommendation which is sent to the County Board for their final decision. The County Board may approve your request, attach conditions of the approval of your request, or may deny your request.
5. The Administrator will forward your application to the members of the Planning Commission, Zoning Board, and County Board at the appropriate time during the review process.
6. The Administrator will place your application on the proper agenda at the proper time, set the date, time and place of the various meetings, make the necessary arrangements to have the required public notice published in the newspaper, will provide you with written notice of the Planning Commission and Zoning Board meetings and send courtesy notices to all owners of property within 250' of the property in question. Both the Planning Commission and Zoning Board have set meeting dates throughout the year and can only accept new applications at these meetings. You may obtain a copy of the regular meeting dates from the Administrator.
7. It is advisable for you to attend the Planning Commission meeting. You may however decide to appear by a representative specifically designated by you to speak on your behalf. You may also appear

with or be represented by an attorney. If you will appear with or be represented by an attorney you are required to file that individual's name, business address and daytime telephone number as part of your application.

8. It is extremely important that you or your officially named representative be present at the Zoning Board hearing. Failure to appear before the Zoning Board may result in your application being continued to a future meeting or having your request dismissed.

9. The County Board is a public meeting and anyone may attend. If you desire to speak at the County Board meeting, you must notify the County Clerk and request that you be placed on the Board's agenda.

10. The Administrator will provide you with written notification of the County Board's decision.

11. Approval of your request for a special use does *NOT* constitute nor guarantee the issuance of any permits for construction. Permits are required for all construction and land use changes. Approval of your special use application by the County Board authorizes the Administrator to issue permits *IF* the particular permit application complies with the provisions of the DeWitt County Code and is in harmony with and in conformity to the authority granted to the Administrator by the County Board.

12. In formalizing your presentations before the Planning Commission and Zoning Board it is important for you to understand that the County is *NOT* required to approve your request. The decision on whether your application is approved is *in part* dependent upon the evidence you present. The burden of proof is your responsibility. Although there are many other factors which may affect the final outcome of your request it is important that you be prepared to offer testimony, present exhibits and provides factual information on the reasons for your request and its affect on your area. You may wish to appear with persons who can provide testimony which backs your position. You may want to present photographs, use overheads or show a videotape as part of your testimony. If you should need video equipment at either the Planning Commission or the Zoning Board meetings you must provide the Department a few days notice prior to the meeting date.

PLEASE NOTE THAT WE IN THE DEPARTMENT CANNOT COMPLETE THE APPLICATION FOR YOU. WE LIKEWISE CANNOT PROVIDE YOU WITH LEGAL ADVICE. WE CAN HOWEVER EXPLAIN THE PROCESS AND THE PROCEDURES WHICH WILL BE FOLLOWED.

IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION OR THE PROCESS INVOLVED DO NOT HESITATE TO THE CONTACT THE DEPARTMENT FOR ASSISTANCE.

Dated 13 July 2020

DEWITT COUNTY, ILLINOIS
DEPARTMENT OF ZONING & PLANNING
DeWitt County Building

THIS SPACE RESERVED FOR DEPARTMENT USE

Date Filed _____ Special Use Request # _____
Fee Amount _____ Date Paid _____ Check # _____
Comments: _____

APPLICATION FOR (SPECIAL USE) (Part 1)

NO action will be taken on this application until all required information and exhibits are included.

Applicant:

Name(s) _____ Address(es) _____

Daytime Telephone _____

Owner:

Name(s) _____ Address(es) _____

Daytime Telephone _____

The Applicant's Interest in the Property _____

Address or Common Location of the Property _____

Legal Description of the Property _____

The named property contains _____ acres or _____ square feet.

Our purpose for requesting this special use is _____

Please answer the following questions to the best of your ability. These questions address the criteria that the Zoning Board of Appeals reviews when considering the request for a Special Use Permit. Failure to answer or adequately address any of these issues may be detrimental to your petition. Please feel free to attach additional pages as necessary for your responses.

1. Will the establishment, maintenance, or operation of the proposed Special Use be detrimental to or endanger the public health, safety, morals, comfort or general welfare within the surrounding area? _____

2. Will the proposed Special Use be injurious to the use and enjoyment of other property in the surrounding area, and will it substantially diminish or impair property values in the surrounding area? _____

3. Will the proposed Special Use impede the normal and orderly development and improvement of property in the surrounding area? _____

4. Are there adequate utilities, access roads, drainage and necessary facilities provided or will be provided? _____

5. What would be the impact of the proposed Special Use on traffic in the area? Are any measures being taken to address ingress and egress to the proposed use? _____

6. Would the proposed Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located? _____

I/We hereby certify that all of the statements made and information submitted and all of the statements contained in any attachments, paper, or plans submitted herewith are true, correct, and complete to the best of our knowledge and belief. I/We hereby consent to the entry in or upon the premises described in this Application by the Administrator or any authorized official of the County of DeWitt, IL, for purposes related to that applied for herein.

Applicants:

Owners:

_____	_____	_____	_____	S
Signature	Date	Signature	Date	
_____	_____	_____	_____	S
Signature	Date	Signature	Date	

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APPLICATION FOR (SPECIAL USE) (Part 2)

I/We being the applicant(s) and owner(s) hereby request that a special use be granted for the purpose of: _____ on the following described property:

and hereby list,
by complete name and address, all owners of property within 250' of the property described above.

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I/We, being the owner(s) and applicant(s) of the above named property, hereby certify to the best of our knowledge that the names and addresses listed above are true, correct, and include all owners of property within 250' of the named property.

Applicants:		Owners:		
_____		_____		S
Signature	Date	Signature	Date	
_____		_____		S
Signature	Date	Signature	Date	