

## PROCEDURE FOR CONDITIONAL USE PERMIT

Following is a brief summary of regulations and may not cover all circumstances. Petitioners are encouraged to obtain and read applicable sections of the Zoning Ordinance and/or consult with their attorney.

Persons requesting a conditional use permit shall submit a written request to City Clerk, Shelly Munks, 301 West Madison Street, Ottawa, Illinois 61350.

Request shall include:

- 1) Name and address of applicant (the current owner of the property must sign the request)
- 2) A copy of the owner's deed or title policy showing the legal description.
- 3) Filing fee - provide a check payable to "City of Ottawa":
  - a. Conditional Use Permit/Home Occupation \$ 75.00
  - b. Conditional Use Permit – Residential \$150.00
  - c. Conditional Use Permit – Commercial \$300.00
  - d. Conditional Use Permit - PUD See Subdivision Ordinance
- 4) A short narrative and drawings as described below:
  - a. Nature of proposed use, including type of activity, manner of operation, number of occupants or employees, hours of operation and other similar matters.
  - b. Sketch, survey or plat showing: dimensions of the site including existing or proposed structures, location and number of proposed parking/loading spaces, access ways, utilities and landscaping.
- 5) Home occupation applications shall provide a short narrative as to how they will meet requirements outlined within the ordinance.
- 6) Any other pertinent information that may assist in evaluating the request.

All requests (except home occupation) are forwarded to the Plan Commission for review and recommendation. To be placed on the agenda requests must be received a minimum of twenty-five (25) days prior to their regular meeting. Plan Commission meets the 4<sup>th</sup> Monday of each month at 7:00pm.

Should the request be located on historically significant land and/or structure the Historic Preservation Commission shall make a recommendation to the Plan Commission.

The applicant will be advised of the public hearing date. It is mandatory that the applicant, or a representative, attend the public hearing. Once the public hearing date has been set, the **applicant** shall notified the adjacent property owners personally or by registered mail. The applicant shall then submit the registered return receipt, a sworn affidavit and a copy of the notice to the City Clerk.

Signage, furnished and usually installed by the City, is required to be placed on the subject property. The signage must be posted for a minimum of 15 days prior to the Public Hearing. Sign shall be located within 10 feet of the front property line and clearly visible from a public street.

Upon reviewing the request and hearing any/all public comment, the Commission shall make a recommendation to the City Council. That recommendation is placed on the next City Council agenda at which time the Council approves or denies the request. You are encouraged to attend the City Council meeting to answer questions.

**Depending on meeting schedules, the entire process takes 2 to 3 months.**