

## 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 the applicable sections of the Zoning Ordinance and/or consult with their attorney.

Persons requesting a Conditional Use Permit shall submit the request in writing to the City Clerk, Shelly Munks, 301 West Madison Street, Ottawa, Illinois 61350.

Request should 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 in one of the following amounts depending on the request:
  - 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 Subd. Ord.
- 4) A short narrative and drawings as describes below:
  - a. Nature of the proposed use, including type of activity, manner of operation, number of occupants or employees, hours of operation and similar matters.
  - b. A sketch, survey or plat showing the dimensions of the site including any existing or proposed structures, location and number of proposed parking/loading spaces, access ways and landscaping.
  - c. Concept sketch of the building including all dimensions.
  - d. Identification and location of all existing and proposed utilities, whether public or private.
- 5) In the case of applications for conditional use permits for home occupation, a description of how the home occupation use will meet all of the requirements of Section 2-J.
- 6) Any other pertinent information that may assist in evaluating the request.

Requests received before 12:00 p.m. on the Wednesday preceding the next Council meeting (they meet the first and third Tuesday evenings of each month) will be placed on the agenda of the next regular City Council meeting. The City Council then refers requests to the Ottawa Plan Commission (they meet the fourth Monday of each month at 7:00pm). Requests referred by the Council are placed on the Commissions agenda for their next regular meeting. You will be advised by mail of the Public Hearing date. It is mandatory that you, or your 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 giving notice that a request for the conditional use has been made. The signage must be posted for a minimum of 15 days prior to the Public Hearing. The sign should 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 then makes a recommendation of action to the City Council. That recommendation is places on the next City Council agenda at which time the Council approves or denies the request. You are encouraged to attend that Council meeting to answer any questions Council members may have.

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