

# CONDITIONAL USE APPLICATION



City of Elmhurst

Community Development Department

209 N. York Street • Elmhurst, Illinois 60126 • (630) 530-6019 (p) • (630)530-3127 (f)

CASE NUMBER: \_\_\_\_\_ DATE APPLICATION FILED: \_\_\_\_\_

**A. APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City / State / Zip Code: \_\_\_\_\_

Applicant Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobile / Other: (\_\_\_\_) \_\_\_\_\_

Applicant Fax: Work:(\_\_\_\_) \_\_\_\_\_ Home:(\_\_\_\_) \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Relationship to Property Owner: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

**B. PROPERTY OWNER INFORMATION *(IF DIFFERENT FROM APPLICANT)***

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City / State / Zip Code: \_\_\_\_\_

Owner Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobile / Other: (\_\_\_\_) \_\_\_\_\_

Owner Fax: Work:(\_\_\_\_) \_\_\_\_\_ Home:(\_\_\_\_) \_\_\_\_\_

Owner Email: \_\_\_\_\_

Printed Name and Title (if not individual owner): \_\_\_\_\_

Owner Signature: \_\_\_\_\_

**C. PROPERTY INFORMATION**

Common Address of Property: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

Legal Description (*Attach additional sheets as necessary*):

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**D. APPLICANT'S REQUEST (*ATTACH ADDITIONAL SHEETS AS NECESSARY*):**

1. Applicant is requesting a Conditional Use permit for \_\_\_\_\_, which is listed as a Conditional Use for the \_\_\_\_\_ zoning district of the City of Elmhurst.
2. Provide a detailed Project Impact Statement which addresses the impact of the Conditional Use on neighboring land and the community, and the public need for the particular use in on the subject property:

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3. Provide responses to the seven (7) standards for Conditional Use as listed in Section 22.26 of the City of Elmhurst Zoning Ordinance. The applicant must present this information for the official record of the Zoning & Planning Commission. The seven Conditional Use standards are as follows:

a. The establishment, maintenance, or operation of the Conditional Use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;

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b. The Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

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c. The establishment of the Conditional Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

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- d. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;

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- e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

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- f. The proposed Conditional Use is not contrary to the objectives of the current Comprehensive Plan for the City of Elmhurst; and

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- g. The Conditional Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Commission.

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**E. CHECKLIST**

The applicant must submit a complete application to the Community Development Department to start the Variation process. The application can either be submitted electronically or on paper. Applications should be submitted at least 45 days prior to the expected public hearing date.

- \_\_\_\_\_ Completed Conditional Use application with authorized signatures
  
- \_\_\_\_\_ Responses to the Conditional Use standards contained in Section 22.26 of the Elmhurst Zoning Ordinance
  
- \_\_\_\_\_ Project impact statement describing the reasons for the Conditional Use
  
- \_\_\_\_\_ Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust
  
- \_\_\_\_\_ Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property *(if paper submittal one copy no smaller than 11" x 17")*
  
- \_\_\_\_\_ Site plan for proposed development *(if paper submittal one copy no smaller than 11" x 17")*
  
- \_\_\_\_\_ Accompanying plans for elevations, landscaping, parking, etc. where applicable *(if paper submittal one copy no smaller than 11" x 17")*
  
- \_\_\_\_\_ Photographs, traffic study, parking study or other materials requested by City Staff
  
- \_\_\_\_\_ Check for \$750.00 Conditional Use application fee, made payable to the City of Elmhurst.