

SPECIAL USE PERMIT CHECKLIST



Notwithstanding the required information and data listed on the **Development Application & Fees** form, the Director of Economic and Community Development, in his/her sole and absolute discretion, may waive one or more of these submittal requirements if deemed not applicable or if a written request for a waiver is granted. Otherwise all materials must be submitted as required by Paragraph 11-201(E)(7) of the Oak Forest Zoning Ordinance.

APPLICATION TYPE		
Special Use Permit (Planning & Zoning Commission City Council)	Minor Amendment (Planning & Zoning Commission only)	Major Amendment (Planning & Zoning Commission City Council)

✓ **SUBMITTAL MATERIALS | as determined by staff**

SITE PLAN REQUIREMENTS

Whenever an application filed pursuant to any provision of this code involves any use, construction or development requiring the submission of a site plan illustrating the proposed use, construction, or development, and providing at least the following data and information, on one or more sheets, shall be submitted as part of the application. Refer to the **Site Plan Approval Checklist** for additional details.

WRITTEN MATERIALS

1. A written statement of the need for the special use permit.
2. A statement concerning the conformity or lack of conformity of the approval being requested to the City Official Comprehensive Plan (**PLAN**) and Official Map. Where the approval being requested does not conform to the Plan or the Official Map, reasons justifying the approval despite such lack of conformity shall be stated. The Plan's Future Land Use Map can be found at the link below on page 22: <http://www.oak-forest.org/DocumentCenter/Home/View/495>
3. A statement of how the special use sought meets the **STANDARDS** (below) as set forth in Subsection 11-502(E)(1) of the Zoning Ordinance.

STANDARDS. The staff, Planning and Zoning Commission and City Council will use these standards to determine whether or not the proposed special use is appropriate. Please submit your responses via email in addition to a hard copy at the time of application submittal. The standards for review of special use permit applications are listed below:

1. **Code and Plan Purposes.** The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of the Official Comprehensive Plan.
2. **No Undue Adverse Impact.** The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.
3. **No Interference with Surrounding Development.** The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.
4. **Adequate Public Facilities.** The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.
5. **No Traffic Congestion.** The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.
6. **No Destruction of Significant Features.** The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic feature of significant importance.
7. **Compliance with Standards.** The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.