



# VILLAGE OF GLENCOE

## FORMS & APPLICATIONS

675 Village Court, Glencoe, Illinois 60022  
p: (847) 835-4111 | [info@villageofglencoe.org](mailto:info@villageofglencoe.org) | Follow Us: @VGlencoe

Last Updated: July 27, 2021

[www.villageofglencoe.org](http://www.villageofglencoe.org)

## Special Use Permit Application Packet

This is a fillable PDF form. You may complete the form electronically and e-mail a copy to [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org) or print and deliver the form to the Public Works Department.

Use this application to apply for:

- a Special Use Permit;
- a change in conditions to an existing Special Use Permit.

### Section A: Application requirements:

All materials listed below must be emailed to [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org) or dropped off at Village Hall (675 Village Court).

- Completed Special Use Permit application form
- Pre-application meeting form signed by Village staff
- Written justification for Special Use Permit (see Section B below)
- Application fee (\$100, non-refundable)
- Escrow deposit for recoverable costs as described in the zoning code in the amount to be determined by Village staff, if necessary
- Other documentation as required by Village staff

### Section B: Standards for Amendments:

Please attach a written description of how the proposed Special Use Permit meets the standards for amendments as described in the Zoning Code as follows. Applicants may also include other factors relevant to the request. See Section 7-502(E) of the Zoning Code for complete standards.

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 and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area, parking, utility facilities, and other matters affecting 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, water and sewers, 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 any 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. The extent, if any, to which the future orderly development of adjacent properties would be affected by the proposed amendment.
8. Public Benefit. Whether and to what extent the proposed use and development at the particular location requested is necessary or desirable to provide a service or a facility that is in the interest of the public convenience or that will contribute to the general welfare of the neighborhood or community.
9. Alternative Locations. Whether and to what extent such public goals can be met by the location of the proposed use and development at some other site or in some other area that may be more appropriate than the proposed site.
10. Mitigation of Adverse Impacts. Whether and to what extent all steps possible have been taken to minimize any adverse effects of the proposed use and development on the immediate vicinity through building design, site design, landscaping, and screening.

Application fees must be paid by check made out to "Village of Glencoe". Checks may be dropped off at or mailed to:

Village of Glencoe  
675 Village Court  
Glencoe, IL 60022



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### Special Use Permit Application

#### Section A: Special Use Permit Information

Applicant name:

Applicant phone:

Applicant e-mail:

Subject property address:

Property owner (if different than applicant):

Owner phone:

Owner email:

Proposed use requiring a Special Use Permit:

**Section C: Acknowledgement and Signature:**

I hereby acknowledge that all information provided in this application is true and correct.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Owner's signature (if different than applicant)*

\_\_\_\_\_  
*Date*

**Please e-mail, mail or deliver this form with any supporting material to:**

Public Works Department  
Village of Glencoe  
675 Village Court  
Glencoe, Illinois 60022  
Phone: (847) 835-4111 | E-mail: [permits@villageofglencoe.org](mailto:permits@villageofglencoe.org)