

# **PROCEDURE FOR FILING REQUEST FOR APPROVAL OF A SPECIAL USE PERMIT**

## **PETITION**

A petition must be obtained from the secretary of the Plan Commission, filled out completely and signed by the petitioner(s). **A copy of the deed must accompany the petition.**

## **FILING FEE**

Except in those cases where the Special Permit is requested by the City, a fee of \$200 shall be paid to the City at the time the petition is filed to defray the costs of publishing and posting notice of the proposed Special Permit and the costs of maintaining a record of the public hearing. Such fee shall be paid to the secretary of the Plan Commission.

## **PLAT OR SKETCHES**

Ten (10) copies of the plat or sketch **must accompany the petition.** Failure to comply may result in the petition being postponed until the next meeting date. The plat or sketch shall show, but not limited to:

- a) The up-to-date zoning.
- b) Property owner's names shown.
- c) Legal dimensions on all lots.
- d) The existing structures and uses on all properties.
- e) The location of the proposed special use permit.
- f) Plan of the lighting system, existing or proposed.
- g) Type, size, height, and location of all on premises signs, existing or proposed.
- h) Landscape planting plan, existing or proposed.
- i) Off-street parking spaces, driveways and direction of traffic flow.
- j) Fence or wall, existing or proposed; the location, height and type of fence or wall.
- k) Water retention system, as, required, existing or proposed.

The plat or sketch shall be drawn to an appropriate recognized scale with a north point, date and name of person drawing the plat. The plat can be drawn from an existing plat or plats. Said plat must show properties within 250 feet in each direction of the lot lines of the subject property.

## **NOTICE TO PROPERTY OWNERS**

The applicant shall not less than 15 days before the date of the public hearing, serve written notice, either in person or by registered or certified mail, return receipt requested, on at least one owner of each property within 250 feet in each direction of the lot line of the subject property, unless waived by the Plan Commission or City Council. Ownership shall be based solely on the tax records of Adams County. The number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the 250 foot requirement; provided further that in no event shall this requirement exceed 400 feet, including public streets, alleys and other public ways. Said notice shall contain the date and location of the public hearing, the address of the subject property for which the amendment is requested, a brief statement of the use for which the amendment is being requested and shall state that every person in attendance at the hearing shall have an opportunity to be heard, that every "Interested Party" (as defined under Article I of Chapter 29 of the Municipal Code) shall have the right to cross-examine others at the hearing, provided that such "Interested Party" enters his or her appearance with the Department of Planning and Development no later than three (3) business days before the date of the public hearing. If after a bona fide effort to determine such address by the applicant, the owner of the property on which notice is served cannot be found at his or her last known address, or mailed notice is returned because the owner cannot be found at the last known address, the notice requirement of these provision shall be deemed satisfied. Proof of giving notice hereof by an Affidavit of Notice Served shall be filed with the secretary of the Plan Commission. Failure to comply with the provisions of this section may result in the petition being postponed until the next meeting date. Note: The above information may be obtained off the Adams County web page under Online Maps ([www. co.adams.il.us](http://www.co.adams.il.us))

## **NOTICE OF HEARING**

The Plan Commission shall cause to be published a public notice of the hearing on each proposed Special Permit at least once, not less than 15 days nor more than 30 days before such hearing, in a newspaper published within the city of Quincy. In addition to providing public notice by publication, the Department shall post a sign at the subject property advising the public of the requested action; such sign shall be posted not less than 15 days prior to the public hearing. One week prior to the hearing, the petition will be included on the meeting agenda. At the same time a copy of the agenda and staff review will be sent to the petitioner.

## **ATTENDANCE**

It is required that the petitioner or a representative be present at the hearing to provide testimony and other evidence in favor of the petition and to be cross examined by the commissioners and any Interested Parties (as defined under Article 1 of Chapter 29 of the Municipal Code)

**RECOMMENDATION**

Following the public hearing and review of the plat and supporting data, the Plan Commission shall within 60 days recommend approval, modification, or disapproval and the reasons therefore, to the City Council. The Council after receipt of the recommendation shall within 60 days approve, disapprove or modify the request. In case of approval, the secretary of the Plan Commission will issue the Special Permit.

\* \* \* \* \*

**THE PETITION MUST BE FILED AT LEAST 22 DAYS BEFORE THE PLAN COMMISSION MEETING.  
THE COMMISSION MEETS THE SECOND TUESDAY OF EACH MONTH.**

The petition and supporting documents along with the filing fee must be returned prior to 4:30 p.m. on \_\_\_\_\_.

The Plan Commission will hold the Public Hearing at 7 p.m. on \_\_\_\_\_ in the City Council Chambers, first floor, City Hall, 730 Maine Street.

\* \* \* \* \*

**PRESENTATION OF EVIDENCE AT THE PUBLIC HEARING**

- a. Presentation of the report and recommendation by the City's Department of Planning and Development.
- b. The Chair shall state that all parties offering testimony are to understand that they are testifying under oath.
- c. Identification of Petitioner
- d. Submittal of proof of notice (Affidavit of notice served.)
- e. Testimony and other evidence by the Petitioner, other Interested Parties, and any persons in attendance in favor of the Petition.
- f. Cross-examination of Petitioner or Petitioner's witnesses and other evidence is to be accomplished right after each person speaks by the Planning Commission and also by any Interested Parties opposed to the petition.
- g. Testimony and other evidence by Interested Parties opposed to the Petition.
- h. Cross examination of Interested Parties or Interested Parties' witnesses and other evidence is to be accomplished right after each person speaks by the Planning Commission and also by the Petitioner and any Interested Parties in favor of the petition.
- i. In some cases, re-examination may be allowed.
- j. Summary/Closing by Petitioner.
- k. Summary/Closing by Interested Parties opposed to petition.
- l. Rebuttal/Closing by Petitioner
- m. Rebuttal/Closing by Interested Parties opposed to the petition.

**Interested Party:** (Defined in Article 1 of Chapter 29 of the Municipal Code) The record owner, or the representative thereof, of each property within 250' in each direction of the boundary line of the property subject to the requested zoning action. The number of feet occupied by all public roads, street, alleys or other public ways shall be excluded in computing the 250' requirement; provided further that in no event shall this requirement exceed 400', including public streets, alleys and other public ways.

# SAMPLE LETTER

## NOTICE OF PETITION FOR A SPECIAL PERMIT

This letter hereby gives you notice that \_\_\_\_\_  
Petitioner

has filed a Petition for a Special Permit for the property at \_\_\_\_\_  
address

for a \_\_\_\_\_  
use

The property is legally described as:

The petition will be considered at a Public Hearing to be held at the Plan Commission meeting scheduled for:

DATE:  
TIME: 7:00 p.m.  
PLACE: Quincy City Council Chambers  
First Floor, City Hall  
730 Maine Street  
Quincy, IL. 62301

Every person in attendance at the hearing shall have an opportunity to be heard, that every "Interested Party" (as defined under Article I of Chapter 29 of the Municipal Code) shall have the right to cross-examine others at the hearing, provided that such "Interested Party" enters his or her appearance with the Department of Planning and Development no later than three (3) business days before the date of the public hearing.

Dated:

\_\_\_\_\_  
Petitioner

AFFIDAVIT OF NOTICE SERVED

I, \_\_\_\_\_, do hereby certify that written notice has been given to the following persons relative to the application for a SPECIAL USE PERMIT on the property known as

\_\_\_\_\_  
(address)

(Copy of the written notice is attached herewith)

Name of person served with notice	Address	Date and How served

If additional space is needed, please attach a separate sheet

Subscribed and sworn by me this \_\_\_\_\_ day of \_\_\_\_\_ 200 .

\_\_\_\_\_  
Name of person sending the notice

\_\_\_\_\_  
Address


## To Find Property owners within 250 ft radius of property

1. Go to the Adams County/City of Quincy GIS web site at <http://www.adamscountygis.com>
2. Under “map layers”, go to addresses and click in the box next to addresses. Also click on “property information” and click in box to turn the parcels on. Click on blue dot next to parcels to turn black (makes parcels active)

### Map Layers

- Addresses
- ADDRESSES
- Transportation
- Property Information
- SECTION LINES
- PARCELS
- SUBDIVISIONS
- RURAL LAND USE
- Jurisdictional Limits

3. To find your property either:

- 3a. Zoom to area around desired property using zoom in  tool



Or

- 3b Search for the property by address as follows:

Click locate



Choose Street address

### Find Location

#### Zoom To:

- Latitude / Longitude Coordinate
- Feature by Attribute
- Street Address
- Parcel by PIN
- Parcel by Owner
- Search by Road
- Township, Range, Section

This menu is used to set the extent of the map using query tools. Select one of the following options, and the map extent will change to show the area that you have selected.

Type in address  
Or part of address  
And hit search

### Search for Address Point

Enter an address. The search will yield all like addresses.

Click zoom

### Zoom To Address

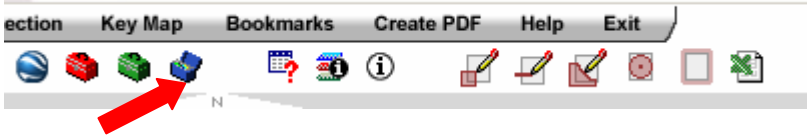
Please select a parcel:

[Zoom](#)  
2377 E 603RD LN

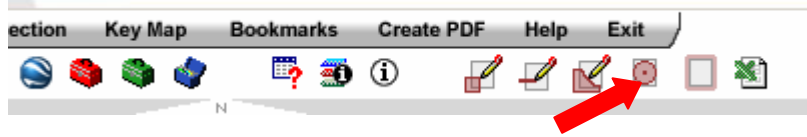
[Back](#)

This will zoom to your property. You may also search by parcel number, owner name, etc.

4. Click on blue toolbox



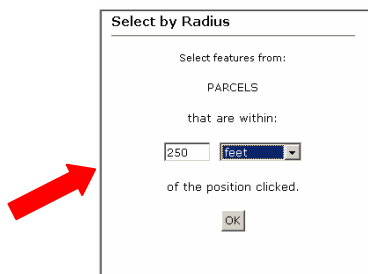
5. Click on "select by radius"



6. Click on center of property (red box will appear)



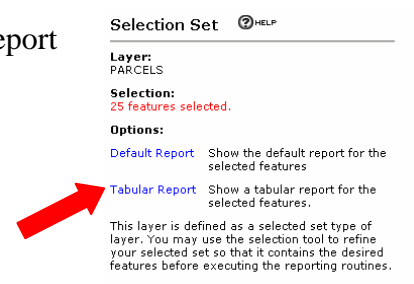
7. Type in 250 and choose feet from drop down box. Click ok




8. Parcels within 250 feet will be selected



9. Choose tabular report



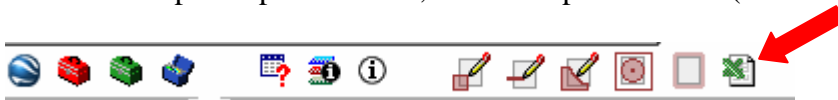
10. Report will show you all affected properties.




OWNER NAME	OWNER ADDRESS
STERLE, DANIEL	3420 SYCAMORE ST
HUGHES, WILLIAM E, ET AL	% VIRGINIA LECKBEE, LE
DAVIES, TIMOTHY G & K B	3425 SYCAMORE ST
HUBBARD, KARLA S	% MERCANTILE TR & SAVINGS BK
COLE, DONALD R & KAREN L	3500 SYCAMORE ST
COOK, KATHY L % FIRST AMERICAN REAL ESTATE	TAX SERVICE, ATTN ESCROW DEPT
RHEA, SHELLE ANN	3505 SYCAMORE ST
NEUMANN, THEODORE R	3501 SYCAMORE ST
FREEMAN, WHITNEY H	% MERCANTILE TR & SAVINGS BK
ALLEN, GLENN G & VERA G	3415 N 15TH ST
ALLEN, STEVE R & SUSAN M	3425 SYCAMORE ST
BUTLER, JASPER & M	3403 N 15TH ST
FRUM, BRANT T & KELLY D	STE 120
SCHUTTE, LESTER L & HAZEL I	3410 N 14TH ST
STOCK, MONTE D & DEBORAH A % C WILBUR STOCK, LESSEE	% MERCANTILE TR & SAVINGS BK
CUFF, J W GLENN & DENISE H	3418 N 14TH ST
CORY, FRED N, JR & MOLLY B	335 EAST AVE
JOHNSON, KENT & CHRISTINA A	3408 MAPLE ST
VANCE, DUSTIN G & MELISSA K	% MERCANTILE TR & SAVINGS BK
MECHANOS, SUSAN L	3984 ABBEY RIDGE
HUMPHREY, HOWARD F & M	3414 MAPLE ST
CLAMPITT, LIANNE E	% MERCANTILE TR & SAVINGS BANK
JOHNSON, SAMUEL P	2830 E GARDEN CT
DABNEY, STEFANIE % DOVENUEHLE MORTGAGE INC	ESCROW DEPT, STE 400E
CARROLL, GRACE E	3510 MAPLE ST

\*If you have Microsoft Excel, you can export this report to excel as follows:

11. To export report to excel, choose export to excel (blue toolbox should still be open)



12. Choose parcels from dropdown list, choose yes for within visible extent and choose yes for selected features only, click ok.



Extract Layer to Excel

Select the layer that you wish to extract to an Excel file, then press the OK button. The attributes of the features from the layer you select will be extracted to a file that you can download to your local computer.

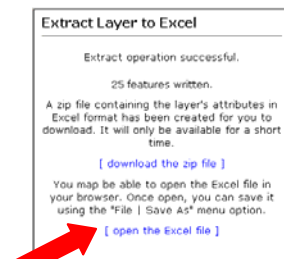
Layer name  
PARCELS

Within visible extent only?  
Yes

Selected features only?  
Yes

OK

13. Choose open the excel file



14. Your excel program will open with the selected records. You can then use this for addressing labels.