



CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2000 ♦ www.cofh.org

Dear Applicant:

All Special Use Permits and Development Plan Applications will be reviewed by the Planning Commission, Aldermanic Planning Committee, and City Council. The Planning Commission meets the second Tuesday of each month, the Planning Committee meets on the third Wednesday of the month (following the first City Council meeting), and City Council meets the first and third Tuesday of each month. Representation is required at all meetings in which your case will be discussed. Legislation to approve a Development Plan or Special Use Permit will be in the form of an Ordinance, which requires two readings (meetings) by City Council. After the City Council meeting, you will receive a letter informing you of their decision.

As an applicant, **you are responsible for submitting:**

1. Completed application form- must be received at least thirty (30) days prior to the Plan Commission meeting
2. Site plan- drawn to approximate scale and includes the following information:
 - a) Location and dimensions of lot, structures, and driveways
 - b) Location and size of proposed off-street parking, loading areas, pedestrian facilities, and vehicular traffic circulation; and its relationship to adjacent circulation systems (all curb cuts within 150' of property and road intersections)
 - c) Distances between buildings (front, side, and rear lot lines); principal building and accessory buildings; principal building and principal buildings on adjacent lots
 - d) Location of public and/or private utilities and facilities proposed to serve the subject area; including water supply, sewage, and drainage facilities
 - e) Location of light standards
 - f) Size and design of signs (if requesting something beyond what is allowed under standard sign code regulations)
 - g) Location and type of landscaping (of a sufficient detail to ensure parking lot landscaping and buffer requirements are met)
 - h) Any additional information as may be reasonably required by the Land Use and Development Department
3. Narrative- statement describing the proposed development and any pertinent details
4. Photographs- aerial and/or ground-level photographs of the site
5. Buffered Parcel Report- listing of all property owners within 300 feet of the subject property. This information can be obtained through St. Clair County Mapping and Platting at 618-825-2527. Be sure to request that the list includes: name of owner, complete mailing address, *and parcel number.*
6. Building elevations or perspectives- to show compatibility with surrounding area and of sufficient detail to ensure building material requirements are met (*for new construction and significant rehabilitation only*)
7. Floor plan drawn to approximate scale and dimensioned (*for new construction, change of use and significant rehabilitation only*)

8. Development schedule- a development schedule providing reasonable guarantees for the completion of the proposed development (*only when requested*)
9. Legal description of the property
10. If supporting documents are larger than 8 ½ x 11 inches, fourteen (14) full sized set of copies and thirteen (13) 11x17 sets of copies and 1 digital copy of all paperwork are required
11. \$150 application fee + \$25.00 per acre above one acre

After the initial submission, you will be **required to complete two additional steps.**

1. **Post a sign on the subject property.** Shortly after your application is received, you will receive information from the Land Use and Development Department on how to purchase and properly locate the required sign. The applicant must provide photographic evidence that the sign is posted in the appropriate location no more than twenty-one (21) calendar days and no less than seven (7) calendar days prior to the date of the public hearing. The sign must be maintained and remain in place until the hearing is complete.
2. **Pay the notification fee.** Several days before your scheduled public hearing, you will receive a letter from the Land Use and Development Department informing you of the cost to publish the notification in the local newspaper. This fee must be paid before your case will be heard by the Plan Commission.

Attached please find a copy of the application form. Contact the Land Use and Development Department at 618-489-2060 with any questions.

APPLICATION FOR SPECIAL USE PERMIT OR DEVELOPMENT PLAN



Land Use and Development Department
Fairview Heights City Hall
10025 Bunkum Road
Fairview Heights, IL 62208
Phone (618) 489-2060

(Do not write in this space – for office use only)

Case Number Assigned: _____	Date Proof of Public Notice Sign Provided: _____
Date Application Received: _____	Zoning District of Property: _____
Date Set for Hearing: _____	Recommendation of Plan Commission: _____
Name of Newspaper and Publication Date: _____	Date of Final City Council Decision: _____
Publication Fee Paid: _____	Action by City Council: _____

Development Plan: _____ Amended Development Plan: _____
Special Use: _____

All information must be completed and submitted herewith. Applicants are encouraged to visit the Land Use and Development Department for any assistance needed in completing this form.

1. Name of property owner(s): _____
Mailing address: _____
Phone: _____
E-Mail: _____

2. Name of applicant (if other than owner): _____
Relationship to owner (contractor, family member, lessee, etc.): _____
Mailing address: _____
Phone: _____
E-Mail: _____

3. Address of property: _____
Parcel (Tax) ID number: _____
Present use of property: _____
Zoning district: _____

4. Type of Development for which permit is requested:

5. (For residential developments only)

Density : _____
Number of structures: _____ Dwelling units per structure: _____
Total number of dwelling units: _____
Estimated number of persons per dwelling unit: _____
Density = Population of development = _____ = _____ persons/acre.

6. A special use permit or development plan approval is requested for the property described above in conformity with the documents submitted herewith.
I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate; that I have read and understand the regulations pertaining to Special Uses and Development Plans and I believe to the best of my knowledge that the proposed will not violate any portion of said code.

I also understand that as the Applicant, it is my responsibility to obtain all other permits or licenses required by any applicable regulatory agencies for this Land Use Application.

I consent that the entry in or upon the premises described in this application by any authorized official of Fairview Heights, Illinois for the purpose of inspecting or of posting, maintaining, and removing such notices as may be required by law.

Signature of Owner: _____ Date: _____

Signature of Applicant: _____ Date: _____