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## The Special Use Review Process

The zoning code defines special uses as “those activities which, because of their unique characteristics, cannot ordinarily be allowed in a particular district without a consideration of their impact upon neighboring land uses and of the public need for the particular use at the particular location.”

In order for a Special Use to be granted, the petitioner (applicant) must demonstrate that the project meets the following standards:

1. The special use is necessary or desirable to provide a service or a facility which is in the interest of public convenience or need and will contribute to the general welfare of the neighborhood or village.
2. The special use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of the adjoining area or village and will not be injurious to property values or improvements in the vicinity.
3. The establishment of the special use will not impede or interfere with the normal and orderly development and improvement of surrounding property for uses permitted in the district.
4. 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. The proposed use or development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets. Parking areas and driveways shall be designed so as to prevent traffic hazards, eliminate nuisance and minimize traffic congestion in the public streets.
6. The proposed use will comply with the regulations and stipulations specified for such use.

In consideration of a Special Use, the petitioner must submit written responses to each standard indicating how the proposed use will meet each of the standards. The responses are provided within the report to the Plan Commission and Board, and are typically entered into the record of the public hearing without a formal reading. The Plan Commission and Board will review the written responses and ask questions during the meetings.

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## Submittal Procedure

Provide a detailed written response for each Special Use Standard. The submittal can be hand written, though electronic submittals are encouraged. Electronic submittals can be made to the Planning Division website as described on the submittal checklist on Form A1.

Submittals can be made in the following formats:

1. Word document. A template is available on the application page. If template is not used, be sure to clearly number the responses to each standard.
2. PDF form submittal. Complete the PDF form available on the Planning Division website.
3. Hand written. Fill out the form on the following page, attach additional pages if needed.



