

## ***Village of Richton Park Special-Use/Rezoning Petition Packet***

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### ***Village Board:***

The Village Board of Richton Park is the elected body responsible for the authorization of special-use/rezoning petitions within the Village. The Village Board is made up of 6 Trustees and 1 Village President. Village Board Meetings and Workshop Sessions are held on the second and fourth and first and third Monday's of each month respectfully. Both regular meetings and the workshop sessions are conducted at 7:30 p.m. in the Village Board Room of the Village Municipal Building located at 4455 Sauk Trail, Richton Park, Illinois.

### ***Planning and Zoning Commission:***

The Planning and Zoning Commission is the Village of Richton Parks appointed body responsible for reviewing, conducting public hearings, and rendering recommendations to the Village Board regarding special-use/rezoning petitions. The Commission is comprised of 7 members appointed by the Village President with the approval of the Board of Trustees. The Planning Commission meeting on the second and fourth Tuesday of each month at 7:30 p.m. in the Village Board Room of the Village Municipal Building located at 4455 Sauk Trail, Richton Park, Illinois.

### ***Special-Use Defined:***

A land-use, building, or structure which due to its unique characteristics which cannot be classified within a particular zoning district without consideration of the impact that use may have on surrounding land-uses, businesses, and/or individuals along with the need for said use at a particular location.

### ***Rezoning Defined:***

The process by which a tract or parcel of land or any portion thereof is changed from its current zoning classification to another existing or newly established classification and subject to the regulations and restriction applicable to that new classification.

### ***Special-Use/Rezoning Petition Requirements:***

The designation of a special-use or rezoning of any lot, parcel, or tract of land within the Village may be proposed by the Village President, Village Board, the Planning Commission, Village property or business owner. The following criteria must be addressed to the satisfaction of the Village Planning Commission and Village Board prior to the special-use/rezoning approval.

- The proposed special-use/rezoning will not be detrimental to the public health, safety, moral, or general welfare of the Village or its residents;

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- The special-use/rezoning will not pose a danger to or detract from the environment of other properties and property owners located within or immediately adjacent to said district;
- The special-use/rezoning will not negatively impact the development and/or improvement of other properties located within or immediately adjacent to the said district;
- All necessary utilities, access roads, drainage, and/or other facilities have been or are being provided to the site to ensure compliance with the above conditions;
- The impact on surrounding roadways and traffic congestion will be nominal;
- All businesses operating as a special-use or within rezoned district shall conform to all applicable regulations established for said district, except where such regulations have been modified by the Village Board pursuant to the recommendations of the Planning Commission.

***Special-Use/Rezoning Petition Process:***

1. A special-use/rezoning petition along with a completed background information sheet and any additional information, plans, or data as prescribed by the Planning Commission must be submitted to the Village along with a \$200.00 dollar special-use/rezoning petition review fee and \$1000.00 plan review security deposit a minimum of thirty (30) days prior to the scheduled public hearing and cost of public notice.
2. Upon receipt of the applicable information, plans, data, and fees the petition will be distributed for staff review and comment. This process normally takes between 7-14 days.
3. A public hearing before the Planning and Zoning Commission will be scheduled for the next available meeting. State law requires that notification of a public hearing be published at least 15 days and no more than 30 days prior to the date of the hearing. Subsequently, the date of the hearing will depend on when the petition is filed with the Village.
4. Following the staff review of the petition, the Planning Department shall notify the applicant in writing as to any questions or comments raised by staff as well as the Planning Departments recommendation to the Planning Commission regarding the petition. The Planning Department may request a meeting with the applicant prior to the public hearing to address any questions and comments raised by staff.
5. Planning Commission meetings are held on the second and fourth Tuesday of each month as warranted.
6. The applicant should be in attendance to answer any questions that the Planning Commission may have regarding the petition.

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7. During the public hearing, the Planning Commission shall either recommend to the Village Board to approve, approve with conditions, reject, or continue the hearing should they determine that additional information is necessary to render a decision.
8. Within thirty (30) days of the close of the public hearing, the Planning Commission shall notify the Village Board and the applicant in writing as to their recommendation on the petition. The petition will then be placed on the agenda for the next available Village Board Workshop Session.
9. During the Workshop Session the Village Board shall review the petition and address questions regarding the petition to both staff and the applicant.
10. Once all questions and concerns have been addressed the Board shall make a motion to move the petition to first reading or continue the case to the next workshop session if additional information is required prior to the first reading.
11. The first reading shall be scheduled for the next regular Village Board meeting held on the second and fourth Monday of each month.
12. The Board shall have the opportunity to express any new questions or concerns, following which the Board shall motion to either move the petition to second and final reading, continue the case pending receipt of additional information or data, or return the petition the Workshop Session or Planning Commission for additional review (should the Board motion to continue the meeting or return the petition to the Workshop Session or the Planning Commission the petition will be placed on the next available agenda and repeat the necessary steps in the process).
13. At which time as the petition is presented for the second (2) and final reading the Village Board shall have one final opportunity to express any questions or comments on the petition following which a motion shall be made to either approve or reject the petition. The applicant shall be notified in writing within thirty (30) days as to the decision of the Village Board and any applicable conditions related to said decision.

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**Property Address** (Attach Legal Description):

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**Applicant:**

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**Phone Number:**

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**Property Owner** (if different from applicant):

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**Zoning of the Property:**

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**Current Land Use:**

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**Proposed Zoning:**

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**Applicant**

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**Date**

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**Property Owner**

(if different from applicant)

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**Date**

FOR OFFICE USE ONLY  
PLANNING COMMISSION

DATE RECEIVED: \_\_\_\_\_

LEGAL PUBLISHED: \_\_\_\_\_

HEARING DATE: \_\_\_\_\_

VILLAGE BOARD

WORK SESSION: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

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***Background Information:***

The following information is requested to assist the Board of Trustees and the Planning Commission in determining the appropriateness of the Planned Unit Development petition. Please type as much detail as possible for each question so that the Planning Commission and Village Board can effectively evaluate the petition. If additional space is necessary please use the back of the appropriate sheet.

**A. Impact of the special-use/rezoning.**

1. What land-uses and/or businesses are located within (200) feet of the proposed special-use/rezoning?

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2. Is the proposed special-use/rezoning compatible with surrounding land-uses and businesses? Please explain.

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3. Will additional utilities or roadway improvements need to be provided to service the special-use/rezoned district?

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4. What impact will special-use/rezoning the area have on the surrounding roadways and traffic congestion?

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5. Will the special-use/rezoning generate any odor, noise, vibration, light, or particulate that will negatively impact surrounding land-uses or individuals (list all applicable).

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6. Will the special-use/rezoning enhance, detract, or have no impact on the development and/or improvements of surrounding properties?

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7. What type of goods, services, manufacturing, or processing will the special-use/rezoning entail?

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B. Attach a site plan drawn to scale showing all dimensions and square footage of the special-use or district to be rezoned. The accuracy of the site plans is vital to the effectiveness of the plan review and will not be accepted if it can not be easily read and evaluated.

C. A \$200.00 application fee must be submitted with the special-use/rezoning petition to cover the administrative costs associated with the petition review. Checks should be made out to the Village of Richton Park.

D. Signature of the applicant. Signature of the property owner if different from the applicant.

I (we) do hereby certify that the information provided above and in all papers, plans or documents submitted herewith are to the best of my (our) knowledge true. I (we) agree to reimburse the Village of Richton Park for any other expenses outside the general administration costs incurred as a result of this variance petition (i.e. engineering, legal, staff, or other permit fees).

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Applicant

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Date

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Property Owner

(if different from applicant)

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Date