



Village of Malta Building & Zoning  
302 S. 2nd St., Malta Illinois 60150  
815-825-2330  
villagehallmalta@outlook.com

## SPECIAL USE PERMIT PETITION

**TO:** Village Board of Trustees and Malta Planning/Zoning, Illinois

**FROM:** Petitioner Name(s): \_\_\_\_\_ Telephone: \_\_\_\_\_

Petitioner's Representative: \_\_\_\_\_ Cell: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

1. The petitioner hereby petitions the Village of Malta to approve a Special Use Permit for the following property:
  - A. Legal Description and Parcel Number(s) – If necessary, attach the full legal description on a separate piece of paper: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - B. Street Address or Common Location: \_\_\_\_\_
  - C. Size (square feet or acres): \_\_\_\_\_
  - D. Existing Zoning District: \_\_\_\_\_
  - E. Proposed Special Use: \_\_\_\_\_
  - F. Proposed Use and Description: On a separate piece of paper, describe the proposed use's characteristics such as operating hours, number of employees, capacity of facility, etc. Also, indicate whether or not the proposed use would: a) be in conformance with Village's Comprehensive Plan and how the proposed use may; b) impact adjacent existing and future land uses; c) impact adjacent property values; d) impact the general public's health, safety, and welfare; and e) in conformance with all elements of the "UDO," Unified Development Ordinance.



2. The petitioner hereby submits the following information:

Vicinity map of the area proposed for the special use

List of current owner and mailing addresses of all property within 250 feet (exclusive of right-of-way) of the property proposed to be rezoned

Petition fee includes mailing and publication fees (\$500.00)

**6 full size** copies ***and*** an electronic copy on a disk or e-mail of a site plan, which must show the following:

Property dimensions

Location and use of existing or proposed structure

Number and location of parking spaces and loading area

Location and type of landscaping (including existing trees 6" in diameter or greater and existing tree masses)

Location, type, and height of fencing or walls

Location and width of driveways and curb cuts; internal traffic patterns

Floor area (square footage)

Location of exterior lighting

Location, type, and height of signage

Direction of storm water flow, location of detention area

**(Note to Petitioner:** A site plan for a special use permit is intended to be a schematic plan only. All plans must eventually conform to other standards prior to the issuance of any building permits or other permits.)

3. The petitioner hereby states that a pre-application conference  was  was not held with Village staff prior to the submittal of this petition.

\*Date of pre-application conference: \_\_\_\_\_

Those in attendance: \_\_\_\_\_

**\*(Note to Petitioner: A pre-application conference with staff is highly encouraged to avoid delays and help in the timely processing of this petition.)**

4. The petitioner hereby agrees that this petition will be placed on the Planning and Zoning agenda only if it is completed in full and submitted in advance of established deadlines. Deadlines are 30-45 days prior to next Planning and Zoning meeting.

5. The petitioner has read and completed all of the above information and affirms that it is true and correct.



6. Petitioner/property owner(s) hereby give the Village of Malta permission to post a public notice sign(s) on the subject property.

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Petitioner Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

stamp

\_\_\_\_\_  
Notary Public Signature

I hereby affirm that I am the legal owner (or authorized agent or representative of the owner – proof attached) of the subject property and authorize the petitioner to pursue this Special Use Permit petition as described above (petitioner must sign if s/he is the owner).

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

Subscribed and sworn to before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

stamp

\_\_\_\_\_  
Notary Public Signature