

**SPECIAL USE**  
Petitioner's Instructions

The following instructions have been prepared by the Whiteside County Development Office to assist those seeking a Special Use for their property. Under the County Development Ordinance, the County Board alone has the power to grant a Special Use. The County uses the requirements in the State Statute for county zoning to establish the procedures that must be followed to obtain a Special Use. The Whiteside County Development Ordinance and the following instructions are based on this statute.

**PART I. INITIAL PREPARATIONS**

- A. The petitioner should first read these instructions thoroughly and be sure that there are no questions regarding what will be required.
  
- B. The petitioner should obtain the legal description to the property in question, preferably from a deed, and should prepare a site plan of the property. That plan should include:
  - 1. any existing or proposed buildings with dimensions of each;
  - 2. distances between buildings and between buildings and property lines;
  - 3. area(s) to be used for parking and the proposed number of spaces;
  - 4. proposed point(s) of access to the property.
  
- C. Once the site plan is prepared; the petitioner will schedule a conference with the Planning and Zoning Administrator to determine the proper classification for the proposed use of their property.

**PART II. CONFERENCE**

- A. At the conference with the Planning and Zoning Administrator, the proposed use and the site plan will be reviewed to determine any possible problems and questions about the Special Use process will be answered.
  
- B. The petitioner will be asked to help fill out and sign a "**PETITION REQUESTING A SPECIAL USE UNDER DEVELOPMENT ORDINANCE**" form. This petition must be signed by all parties having an interest in the ownership of the property.
  
- C. When the petition is completed, it must be filed with the Development Office along with the required fee as set by the County Board. **NOTE:** The petition will not be forwarded for hearings until the required fee has been paid to the Development Office.
  
- D. At the time of filing, the Planning and Zoning Administrator may determine that a Land Evaluation and Site Assessment (LESA) will be required. The petitioner may be instructed to take a copy for the petition to the Whiteside County Soil and Water Conservation office and request the Land Evaluation portion of LESA. The Development Office will prepare the Site Assessment portion.
  
- E. If the above requirements are met and Part III is not required, the petition will be forwarded to the Whiteside County Planning and Zoning Commission for public hearings.

**PART III. MUNICIPAL REVIEW**

- A. If the property for which a Special Use is being sought lies within one and one-half miles of the corporate limits of Fulton, Albany, Morrison, Prophetstown, Lyndon, Tampico, Rock Falls or Sterling, the petition will have to be taken to that municipality by the petitioner.
- B. If the municipality in question wishes to hold a hearing on the Special Use request, the petitioner will have to arrange a hearing date with that municipality first. The petitioner will be directed by the appropriate person in that municipality as to the steps to be taken.
- C. The petitioner or the petitioner's agent will appear at the required municipal hearing(s) as required by the municipality. Upon completion of their review, their comments will be forwarded to the County to be considered during the County's hearings.

**PART IV. COUNTY REVIEW**

A. Immediately after the hearing fee is paid and Part III is completed (if required), hearings will be scheduled with the Planning and Zoning Commission. The petitioner will be provided with copies of the "NOTICE OF PUBLIC HEARING" form. Enough copies will be provided for the petitioner to:

- 1. Take one copy of the "Notice" to a newspaper designated by the Development Office for publication. Said newspaper must be one of general circulation in the area of the rezoning;

**NOTE:** The "NOTICE OF PUBLIC HEARING" must be published and mailed no more than thirty (30) days or less than fifteen (15) days prior to the date of the public hearing held by the Planning and Zoning Commission. This is in accordance with the requirements of the State Statutes.

- 2. Mail a copy to each adjoining property owner as determined by the Development Office by Certified Mail. A list of said property owners will be provided to the petitioner; and 3. one copy for the petitioner's files.

B. At the time that the "NOTICE OF PUBLIC HEARING" is provided to the petitioner, the Development Office will also provide the petitioner with a list of all meeting dates and times. The petitioner is then responsible for seeing that the petition is represented at those meetings. If no one is present to represent the petitioner, the petition will most likely be tabled until the following month.

C. Hearings will be held in the General Meeting Room of the Law Enforcement Center in Morrison, Illinois. The petitioner may request (in writing) that the hearing be held in the Township where the rezoning is taking place.

D. The petitioner or the petitioner's agent will appear at the meeting of Planning and Zoning Commission. The Commission will review the proposed use with regard to the LESA report and any other information deemed applicable. The petitioner should have the following documents available for inspection by the Commission at this meeting: