

# APPLICATION FOR SPECIAL USE

Ordinance No. O08-290-01  
AMENDED O010-021-02

**Village of Timberlane**  
**P.O. Box 56**  
**Caledonia, IL 61011**

Contact: Village President: Stephen Rapp 815-985-4514 (Cell) 815-231-5635 (fax)  
[president@villageoftimberlane.org](mailto:president@villageoftimberlane.org)

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## FOR OFFICE USE ONLY

Case Number \_\_\_\_\_ Zoning Committee Date \_\_\_\_\_  
Filing Date \_\_\_\_\_ Village Board Date \_\_\_\_\_  
Zone District \_\_\_\_\_

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If this application is approved, it is understood that it shall only authorize the special use described in the application with any conditions placed on the special use per the governing body. If the conditions are not met and/or the use is not established (or substantially underway) within one (1) year from the date of approval, the special use shall be null and void.

## PLEASE PRINT IN BLACK INK OR TYPE

1) The address or general location of the property for which this application is filed:

\_\_\_\_\_ and its

Parcel Identification Number is: \_\_\_\_\_

and the legal description for the subject property is: **Lot** \_\_\_\_\_, **Block** \_\_\_\_\_,

**Tract** \_\_\_\_\_, **Subdivision Name** \_\_\_\_\_.

(NOTE - If there is no lot, block, or tract, then attach a legal boundary description hereto.)

**2) Applicant Name:** \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**3) Property Owner Name:** \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**4) Attorney Name:** \_\_\_\_\_

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

\_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_



- 10) SUPPORTING INFORMATION:** Attach a vicinity map and a site plan drawn to scale regarding your proposal. Illustrate any existing and proposed buildings, parking and loading areas, traffic access and circulation drives, open space, landscaping, utilities, signs, refuse and service areas, and dimensions of setbacks and yard areas, as they apply to this application and as may be required by the Zoning Ordinance. Also include a detailed written statement relative to the above listed requirements, fully explaining your proposal and any measures to mitigate negative affects of your proposal on neighboring properties.
- 11) ADDITIONAL FEES:** All costs incurred by the Village of Timberlane in conducting its review of this application including required studies, engineering data, and/or other submittals shall be reimbursed by the applicant to the Village prior to final board of trustees action on the request. Reimbursement costs include review and comments by the Village Planner, Village Engineer, Village attorney or other professional expertise employed by the Village to aid in its determination.

**Natural Resource Information:** Pursuant to state law, a copy of this application is to be provided to the Boone County Soil and Water Conservation District (SWCD). The SWCD is located at 211 N. Appleton Road, P.O. Box 218, Belvidere, and may be contacted at (815) 544-2677. Their business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. An application fee is required. The SWCD has thirty (30) days to respond and provide their Natural Resource Information (NRI) Report to the Planning Office. **The SWCD must send a report to the Planning Department for your application to proceed.**

**NOTE:** The "Endangered Species Act" entitles the Illinois Department of Natural Resources (IDNR) to review all special use permit applications for their impact on endangered or protected species. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the IDNR at One Natural Resources Way, Springfield, IL 62702.

The "National Historic Preservation Act" entitles the Illinois Historic Preservation Agency to review all special use permit applications for their impact on cultural or historical resources if the proposed development involves State or Federal funding. Illinois law allows thirty (30) days for their response. The applicant is responsible for contacting the Illinois Historic Preservation Agency at (1-217-782-4836).

## **DECLARATION**

I, the applicant, of the above legally described property on which the special use is proposed, has provided answers to the questions given herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for a special use on said property.

By virtue of my application for a special use, I do hereby declare that the appropriate appointed and elected officials responsible for the review of my application are given permission to visit and inspect the property proposed for a special use in order to determine the suitability of the request.

Applicant Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Owner(s) Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
\_\_\_\_\_ Date Signed: \_\_\_\_\_

Village Rep. Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Filing Fee - Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

**Special Use for Corporations, Partnerships, and Joint Venture**

1. Is the petitioner or applicant a corporation, partnership or joint venture?

\_\_\_\_\_

2. State the name for which the business is conducting business under.

\_\_\_\_\_

3. Are you acting for yourself, or in the capacity of agent, alter ego or representative of a principal?

\_\_\_\_\_

4. State the name(s) and address(s) of the actual and true principal(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. State the names and address of all officers, directors and all stockholders or shareholders owning any interest in excess of 20% of all outstanding stock of such corporation (use a separate sheet if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **FILING PROCEDURE**

A. **A complete application** includes an Application Filing Fee with check payable to the Village of Timberlane. (See the attached fee schedule)

B. **Public Hearing Required.** Notice of the Public Hearing shall be given not less than 15 calendar days nor more than 30 calendar days prior to the date of the hearing by publication in a newspaper of general circulation in the Village, and by posting on or adjacent to the subject property a notice of same. The Village shall prepare the Notice of Public Hearing for publication. Applicant will be billed for publication costs. The Village will prepare and post the public notice on or adjacent to the subject property.

**Selection of newspaper publication.** Applicant selects one of the following newspapers for publication:

**Boone County Journal** \_\_\_ **Rockford Register Star** \_\_\_ **Belvidere Daily Republican** \_\_\_

The Public Hearing is held by the Timberlane Zoning Committee. The Committee recommendation is forwarded to the Village Board for decision. Applicant must attend both the Committee meeting and Village Board meeting.