

Fraud Alert:

Unauthorized Invoices

The City has become aware that fraudulent invoices have recently been issued. Please be advised that **all official City of Rolling Meadows invoices are only sent from an @cityRM.org email address and are payable exclusively through the City's secure online payment portal.**

If you receive an invoice that does not meet these criteria, **do not make payment** and report the matter immediately to the Rolling Meadows Police Department at:

PD@CityRM.org

CC: ColeG@CityRM.org



City of Rolling Meadows

Planning and Zoning Commission

Special Use Application

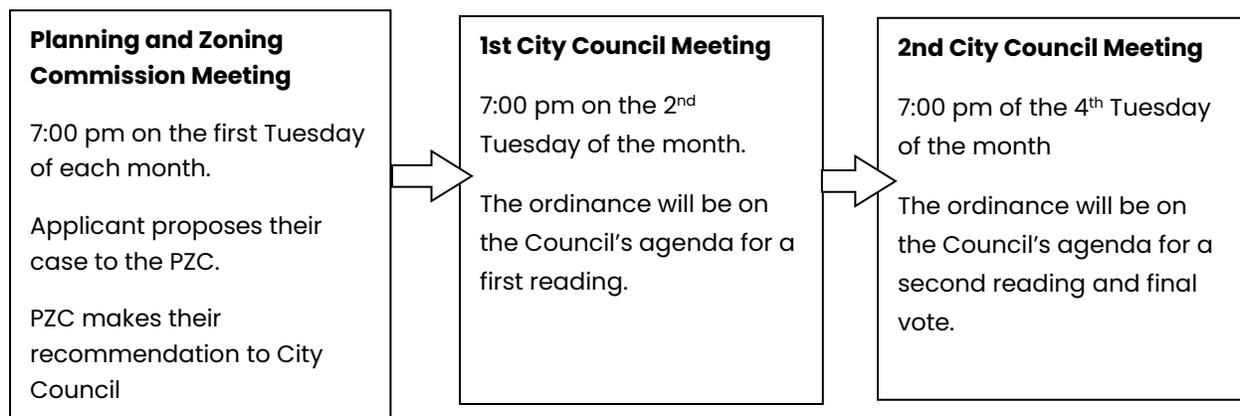
The City of Rolling Meadows Zoning Ordinance establishes standards for the use and development of property throughout the City. These regulations are intended to ensure compatibility between properties and avoid any negative impacts on surrounding properties, streets, and infrastructure.

The City of Rolling Meadows Zoning Ordinance divides the city into zoning districts with each district having a list of permitted and special uses ([here is a link](#)). Permitted uses are allowed by right and do not require review by the Planning and Zoning Commission. Special uses are those land uses that may be appropriate in some locations within a district but due to their unique nature may not be appropriate in a specific location or may require unique conditions that promote compatibility with surrounding properties. Special uses require a public hearing before the Planning and Zoning Commission and approval by the City or Rolling Meadows City Council.

The City of Rolling Meadows Planning and Zoning Commission (PZC) is a body of seven volunteer residents appointed by the Mayor and City Council. The PZC holds public hearings and makes recommendations to the City Council for all Special Uses and other zoning applications. The PZC will evaluate your application based on the prescribed Standards for Special Uses (attached). The burden of proof is on the Applicant to demonstrate that the Special Use meets those standards. The PZC will make a recommendation to the City Council to approve, approve with conditions, or deny the relief requested. The PZC may also continue a hearing to a subsequent meeting date if additional information is needed or if other circumstances necessitate a continuance.

The following is a description of the special use review process, a checklist of documents that must be provided with the application, and a list of required fees. Attached to this description are the Special Use Application, Standards for Special Uses, and Applicant's Special Use Information.

Process Overview:



The City Council's decision and any terms and conditions attached to the approval of a Special Use Permit is final and binding. Please be aware of any terms and conditions as violations may result in the Special Use Permit becoming null and void.

Detailed Timeline:

<ul style="list-style-type: none"> • >30 days before PZC Public Hearing 	<ul style="list-style-type: none"> ○ Applicant submits application and all accompanying documents and fees. A public hearing will not be scheduled until all required documents and fees are provided.
<ul style="list-style-type: none"> • 30-15 days before Public Hearing 	<ul style="list-style-type: none"> ○ The City provides the following notifications: ○ A legal notice is published in a local newspaper. ○ Public notice letters are sent to property owners within 300 feet of subject lot. ○ A public hearing sign is posted on the property.
<ul style="list-style-type: none"> • Friday before Public Hearing 	<ul style="list-style-type: none"> ○ The agenda, staff report, and application materials are published on the City’s web site on the Friday before the hearing.
<ul style="list-style-type: none"> • Day of Public Hearing 	<p>PZC meets at 7:00 p.m. at the City Hall. Staff will provide an overview of the request. The Applicant will give a brief presentation and members of the public will be invited to comment. All testimony is required to be under oath. The PZC will then discuss the application’s merits. You must participate in this meeting. If you or your representative do not appear, your application may be continued or denied.</p> <p>The PZC may recommend that the City Council approve, approve with conditions, or deny the Special Use. The PZC may also continue the hearing to a subsequent meeting date if they require more information from the Applicant or a third party.</p>
<ul style="list-style-type: none"> • 1 Week after PZC Hearing 	<ul style="list-style-type: none"> ○ City Council performs first reading; there is discussion, but no final action.
<ul style="list-style-type: none"> • 3 Weeks after PZC Hearing 	<ul style="list-style-type: none"> ○ City Council performs second reading and votes.

Upon conclusion of the special use process, the applicant may proceed with applications for building permits, business license and any other administrative approvals that may be needed. Please consult with staff regarding any such additional approvals.

Fees and Escrow:

	Application Fee	Publication Fee	Cash Advance*
Special Use	\$500.00	\$75.00	\$2,500.00

The **total** of the Application Fee, Publication Fee, and Cash Advance, **paid as a single payment to the “City of Rolling Meadows”** must be provided with the initial application. The Application and Publication fees are non-refundable, whether the application is approved or denied. Any remaining balance of the Cash Advance will be refunded, typically within 60 to 90 days after conclusion of the special use review process.

* The cash advance covers any unanticipated costs related to your application, such as fees for legal review or civil or engineering consultants. *The cash advance may be waived by the Community Development Director for applications that will not require outside review.*

Checklist for Attachments to Application

Prior to scheduling the special use for a public hearing, the applicant **must** submit **one hard copy and one digital (pdf) copy** of the following documents:

- Special Use Application;** The application must be signed by both the applicant and the property owner (see attached).
- Response to Special Use Standards;** Detailed responses must be provided to each standard (see attached). Yes or no answers are not sufficient.
- Plans/Drawings;** Please consult with staff for direction regarding a specific application. Required plans may include:
 - Floor Plan
 - Site Plan
 - Landscaping Plan
 - Building Elevation
 - Sign Elevation
 - Photometric Plan

Plans should be drawn to scale and be prepared by a design professional (engineer, architect or landscape architect).

- Applicant's Special Use Information;** Applicant should provide a business plan or other description of the proposed special use. Attached is a form that may be used for this purpose.
- Authorization to File and Proof of Ownership;** Applicant must provide a legal document (for example, copy of title or deed) indicating current property owner and a letter from the owner authorizing the applicant to proceed with the application. Letters of intent or tax bills are not sufficient.
- Plat of Survey;** An up-to-date Plat of Survey with legal description.
- Traffic study;** (if requested by the City)

You **may** also consider including photographs and maps of the subject property and surrounding area, written testimony from neighboring property owners, and other exhibits that support your application. Questions regarding this process should be directed to City Staff.



**THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
SPECIAL USE APPLICATION**

Property Address:		
Real Estate Tax (PIN) Number:		
Applicant Information (applicant will be the City's primary contact):		
Name:		
Address:	State:	Zip:
Phone:	Email:	
Property Owner Information:		
Name:		
Address:	State:	Zip:
Phone:	Email:	
Interest of Applicant (check one):		
<input type="checkbox"/> Property Owner <input type="checkbox"/> Contract Purchaser <input type="checkbox"/> Prospective Tenant		
Description of Special Use:		
<p>By signing below, the applicant and owner confirm all information provided with this application and additionally, acknowledge that they have read and that they fully understand the provisions contained within Section 78-67 of the City Code and that they each hereby agree to comply with the provisions of said Section 78-67 concerning reimbursement of fees. Further, by signing below, each warrant that they possess full authority to so sign. The owner and applicant agree that owner and applicant shall be jointly and severally liable for payment of fees referred to in Section 78-67 of the Municipal Code.</p>		
Applicant's Signature:		
Owner's Signature:		



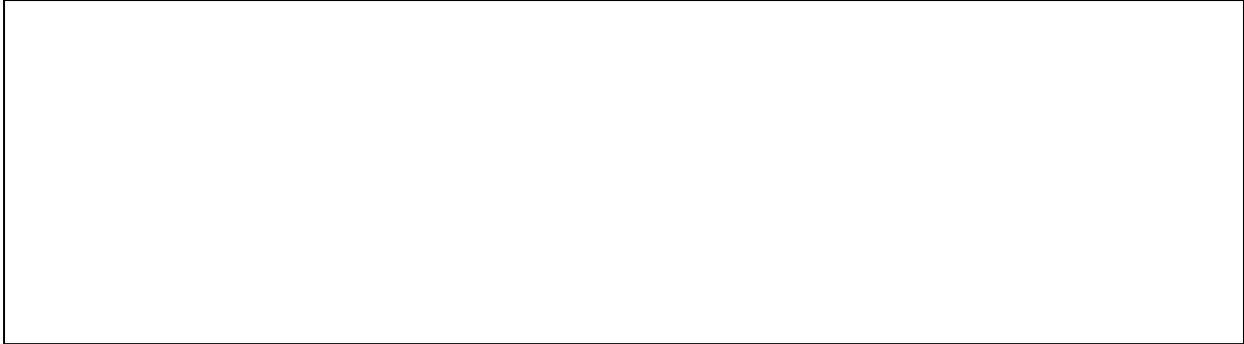
THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
SPECIAL USE STANDARDS

Chapter 122, Article VI, Section 122-395(4) of The City of Rolling Meadows Zoning Ordinance specifies the standards for approval for all special use. The Planning and Zoning Commission will base its recommendation on whether the Applicant has shown that the special use meets each standard. Please provide a statement as to how your application satisfies each standard. You may respond to the questions below on this sheet or attach a separate typed sheet.

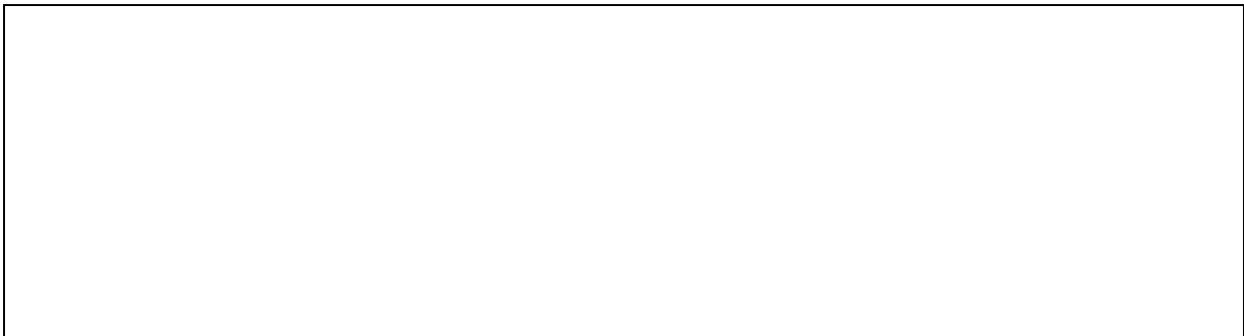
Standard 1. *Potential impact: The special use shall not unduly impact adjacent or nearby properties or the general health, safety, and welfare of the general area and overall community. Impacts to be considered include ingress and egress to the site, potential traffic impacts from cars and trucks, and impacts to the appearance and character of the area.*

Standard 2. *Consistency: The proposed special use shall be in keeping with the recommendations and intent of the City's Comprehensive Plan, Official Map, and all other plans and policies adopted by the city.*

Standard 3. *Trend of development: Special uses should be a logical extension of the trend of development in the area around the subject site and not interfere with the use and development of adjacent or nearby properties.*



Standard 4. *Public facilities: Adequate public facilities and services shall be available to serve the special use and the property on which it is located; including, without limitation, storm water, sanitary sewer, water service, public safety service, and waste disposal services.*



Standard 5. *Site design: The on-site development design shall be understandable to users, safe, and maintainable in terms of road and pedestrian patterns, preserve natural features and incorporate such features into a maintainable development, and provide adequate parking, loading, and site maintenance.*





THE CITY OF ROLLING MEADOWS
PLANNING AND ZONING COMMISSION
APPLICANT'S SPECIAL USE INFORMATION

Special uses are land uses that may be appropriate within a district but due to unique characteristics may not be appropriate in a specific location or may require specific conditions that promote compatibility with surrounding properties. Below is information that the City of Rolling Meadows Planning and Zoning Commission often requests when considering a Special Use. Providing this information in advance may expedite the public hearing and enable the PZC and City Council to make a more informed decision.

Hours and Days of Operation:

Description of Business: Detailed description of business.
Employees: What is the total number of employees and maximum number at any given time?
Customers: Peak hours, length of stay, number at peak hours, etc.
Parking: Number of parking spaces at the site, and anticipated maximum number of parking spaces needed for customers and employees.
Deliveries: Number of deliveries per day, description of truck loading facilities; and types of trucks
Outdoor Activities: Other than customers and employees coming and going, are there any other outside activities anticipated?
Special Events: Do you anticipate any special events that would draw crowds or create noise and activity beyond the everyday norm?
Adjacent Land Uses; What other land uses are adjacent or close, particularly, how far are the closest residential properties?