



APPLICATION INSTRUCTIONS FOR EXTENSION OF SPECIAL USE PERMIT / VARIANCE

Will County Land Use Department
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A. Introduction

The information contained in this package is to help you become familiar with the various requirements that must be met before your application can be accepted. This information will also prepare you to answer questions that might be raised in the process.

Careful and proper preparation of your application is essential to obtaining the extension and, in the long run, you will save considerable time and expense for both yourself and the County. If you have any questions, please do not hesitate to contact the Will County Land Use Department, Planning and Zoning Division at (815) 727-8850.

B. Before Filing the Application

Before preparing and filing any application, you are strongly urged to contact the staff of the Will County Land Use Department. Please be able to reference your zoning case number and the subject property by its sixteen (16) digit Permanent Index Number (PIN) that should be identified on your property tax bill. Contact the Will County Mapping & Platting office at 815-740-4664 if you have any questions about your PIN. Land Use Department staff can advise you how to complete the application, explain the procedures involved, and attempt to identify potential issues that might be encountered. The Will County Zoning Ordinance and application material are available on the Internet (www.willcountylanduse.com) or from the Will County Land Use Department. If you have any questions concerning any standards or requirements of the *Will County Zoning Ordinance*, or require an interpretation of any provision of the document, you may wish to consult with the Department's staff.

C. Effective Period

Variances – No Order of the Planning & Zoning Commission granting a variation shall be valid for a period longer than one (1) year from the date of such order unless a building permit is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period. The Commission may grant one (1) extension of this period, valid for no more than one hundred and eighty (180) additional days, upon written application and good cause shown, without notice or hearing. If any of the benefits conferred by any variation, whether heretofore or thereafter granted, are abandoned, or are not utilized for any continuous period of one (1) year, said variation shall, to the extent of such abandonment or non-utilization, become invalid after a public hearing as provided for herein. This process does not advance past the Planning & Zoning Commission.

Special Use Permits – No special use permit shall be valid for a period longer than one (1) year from the date it is granted unless a building permit or certificate of occupancy is obtained within such period and the erection or alteration of a building is started or the use is commenced within such period. The County Board may grant one (1) extension of this period, valid for no more than one hundred eighty (180) additional days, upon written application within the first year of the special use permit and upon good cause shown without notice or hearing. If any special use is abandoned, or is discontinued for a continuous period of one year, the special use permit for such use shall become void, and such use shall not thereafter be reestablished unless a new special use permit is obtained. This process is initiated with the Land Use, Planning, Zoning, and Development Committee that makes a recommendation to the County Board.

D. Filling the Application

The following documents and information must be submitted in proper form before your application will be accepted for processing.

- 1. The Application** – The application must be completed which includes the request and the purpose of the request. You or your representative must deliver in person your application to the Will County Land Use Department.
- 2. Authorized Agent** – All owners of the subject property must be the applicants. Your agent or attorney should also be identified on the application. If an agent is used, an original notarized letter giving the agent authorization the authority to act upon the application is required. *(Note – if an attorney is listed on the application, please specify the relationship of the attorney to the applicant and/or agent).*

E: Prior to the scheduled meeting

You will receive notification from the Land Use Department that identifies your Planning and Zoning Commission meeting date or Land Use Planning, Zoning, and Development Committee meeting date. The Land Use Department will schedule your extension request at the earliest possible meeting. In most cases, a meeting date should be assigned within three (3) to four (4) weeks.

F. After the scheduled meeting

Once the meeting is conducted, the PZC will make its recommendation after the closing of testimony. A concurring vote of five (5) of seven (7) PZC members is required in order to approve a variance extension request. Unless appealed, the decision of PZC regarding variance requests is final and the request does not proceed to the Land Use, Planning, Zoning, and Development Committee (LUPZDC) or County Board.

A concurring vote of five (5) of seven (7) LUPZDC members is required in order to recommend approval of petitions for special use permits extensions. The Land Use, Planning, Zoning, and Development Committee (LUPZDC) recommendation will be transmitted to the County Board for review.

The PZC meets the first and third Tuesday of every month at 6:30 p.m. in the County Board Chambers and these meetings are open to the public. The LUPZDC meets the second and fourth Tuesday of every month at 11:30 a.m. in the County Board Chambers and these meetings are open to the public. . The County Board meets the third Thursday of every month at 9:30 a.m. and will take final action and either approve or deny the special use permit extension. The PZC, LUPZDC, and County Board meet in the County Board Chambers that are located at 302 North Chicago St., Joliet, Illinois, 60432.