

BELVIDERE - BOONE COUNTY PLANNING DEPARTMENT

401 Whitney Blvd. Suite 400 - Belvidere, Illinois 61008 PH(815) 544-5271 FAX(815) 547-9214

APPLICATION FOR SPECIAL USE

(I N S T R U C T I O N S)

If you have any questions about this application, please contact the Planning Department at (815) 544-5271.

NOTE: Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. It is up to the discernment of the Planner processing the case as to which meeting date(s) the case will be presented. See the attached schedule of meeting dates.

FOR ALL SPECIAL USE CASES:

An acceptable application includes the following:

- 1. A certified plat, site plan, survey, or other professional illustration;**
- 2. A detailed written statement explaining the reason for the request;**
- 3. Legal description of the property;**
- 4. Completed application with the appropriate signatures;**
- 5. Application fee as listed on the attached fee schedule;**
- 6. NRI report or letter from the SWCD; and**
- 7. Any other information required by planning staff (ie. landscaping plan, elevation plan, exterior lighting plan, etc.).**

Review the **FILING PROCEDURES** section within the application and select one of the local newspapers for publication of your legal notice. Planning staff will prepare the legal notice and deliver it to the newspaper.