



Village of Island Lake

3720 Greenleaf Ave.
Island Lake, IL 60042
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www.villageofislandlake.com

Planning and Zoning Petition: Special Use

What is a Special Use? A Special Use is a use having some special impact or uniqueness on neighboring properties or otherwise that requires review of the location, design, configuration, and special impact to determine, against prescribed standards, the desirability of permitting their establishment on the property in question. **Reference Title 9 of the Village of Island Lake Code** for Information about Zoning Applications and Hearings: (<https://villageofislandlake.com/ordinances>).

The Village of Island Lake Zoning Map is available online (<https://villageofislandlake.com/village-map>). For allowable uses in zoning districts, **reference Title 9, 9-2-5** of the *Village of Island Lake Code* (<https://villageofislandlake.com/ordinances>).

Documents to be submitted with the application* by the petitioner for a special use include:

1. Owner, Applicant and Consultant information: [Special Use Form 1](#)
2. Petition Information: [Special Use Form 2](#)
3. Affidavit of Beneficial Interest: [Special Use Form 3](#)
4. Affidavit of Posting Sign for Hearing: [Special Use Form 4](#)
*To be filed after hearing date is set.
5. Adjoining Taxpayer Information: [Special Use Form 5](#)
6. Plat of Survey (with certified surveyor stamp)
7. Supplemental documents requested by the Village Attorney and/or Planning and Zoning Commission Chair

Deadline for filing application for special use hearing: No later than 30 days preceding the requested hearing date. *Planning and Zoning Commission Meetings are on the 3rd Thursday of the month on an as needed basis.* **Deadline for submitting additional, supplemental data:** At least 7 days prior to hearing date. Supplemental data may include, for example, pictures, illustrations and written comments of neighbors.

Filing Fee: \$1,000 due at application submission

Additional Fees: In addition, where the nature of the application requires the Village to publish or mail legal notices or to employ the services of planners, engineers, attorneys, or other persons not employed by the Village for the purposes of reviewing the application or plans in connection with it or development pursuant to it, additional fees equal to the actual cost to the Village of giving such notice or securing such services shall be charged to and paid by the owner. **An Escrow Deposit for the additional fees** due will be provided by the Village staff.

Additional Notes

The Planning and Zoning Commission will schedule a hearing on the petition when all application documents have been submitted the review is complete and will notify the Village Clerk of the date and time. The Village Clerk will then notify the petitioner. The Commission will provide its recommendation to the Village Board.

The Village will cause to be published a notice of the hearing in a local paper as prescribed by law.

The Building Department will supply the petitioner with a sign for posting on the property that states petitioner name and the purpose, date, time and place of the hearing.

The applicant may also bring witnesses to testify as to the petition request.



OWNER, APPLICANT AND CONSULTANT INFORMATION

Property Owner / Titleholder of Record

Full disclosure of the ownership of all legal and equitable interests in the lot is required.

Name/s: _____

Address: _____

Cell Phone #: _____ Email: _____

If title is in a land trust, list beneficiaries

Name/s _____

Address/es _____

Cell Phone #s _____

Percentage of Interest in Trust _____

If owner is not petitioner, owner shall sign consent to filing of special use application.

The undersigned hereby consents to filing of the special use application by the petitioner listed below.

Owner signature

Date

Petitioner

Applicant/s name and address, if different from the owner, and their interest in the lot.

Name: _____

Property Address: _____

Cell Phone #: _____ Email: _____

Explanation of interest in the property: _____

Professional Consultant Information

Attorney for Petitioner _____

Address _____

Cell Phone #: _____ Email: _____

Additional Consultant 1, Name and Address: _____

Additional Consultant 2, Name and Address: _____

List additional consultants on a separate page.



Petition Information

STATE OF ILLINOIS
COUNTIES OF LAKE AND MCHENRY
VILLAGE OF ISLAND LAKE

SPECIAL USE

In the matter of the application of _____ (petitioner name)
for the issuance of a Special Use Permit under the provisions of the Zoning Ordinance
of the Village of Island Lake, Lake and McHenry counties, Illinois)

Description of requested Special Use: _____

Street address: _____

Township and County: _____

Property Identification Number/s (PIN/s): _____

Property size: _____ Present use and zoning classification of property: _____

Present use and zoning of surrounding properties:

Legal description of property

[Insert legal description]

Describe the general location of the property with reference to roads, landmarks, intersection and other features.

[Insert location information. May include photograph/s or diagram/s.]

Describe the general topography and any improvements on the property including buildings, fences and utilities.

[Insert information. May attach photograph/s or diagram/s.]



The Petitioner represents that the requested special use meets the standards established for such by Title 9: Zoning Regulations of the *Village of Island Lake Code* as follows. *Attach additional page of explanation where needed.*

The petitioner affirms that:

- a. The special use will not cause substantial injury to the value of the other property in the neighborhood in which it is to be located.

Explain. _____

- b. The location and size of the special use, the nature and intensity of the operation location of the site in respect to streets giving access to it, shall be such that it will be in harmony with the appropriate and orderly development and use of the adjacent land and buildings or will not impair the value thereof; and

Explain. _____

- c. The location, nature, and height of buildings, walls, and fences, and the nature and extent of the landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings, or will not impair the value thereof; and

Explain. _____

- d. Parking areas shall be of adequate size for the particular use, properly located, and suitable screened from adjoining residential uses and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances.

Explain. _____

- e. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare as follows.

Explain. _____

WHEREFORE Petitioner requests that the Planning and Zoning Commission Chair set a day, time and place for hearing on the contents of this petition and, after the hearing, recommend action to the Village Board regarding the request of the petitioner.

This petition must be signed by all title holders of record. If the property is in a land trust, the petition must be signed by the Trustee or all Beneficiaries of aid land trust.

Signature Date

Signature Date



AFFIDAVIT OF BENEFICIAL INTEREST

STATE OF ILLINOIS)
 COUNTIES OF LAKE AND MCHENRY)
 VILLAGE OF ISLAND LAKE)

The undersigned _____ of the
 _____ bank Trustee under Trust no. _____

hereby certifies that the following named persons are the owners of the beneficial interest of that trust described and their percentage of interest is as indicated.

As Trustee under Trust No. _____

Owner of Beneficial Interest	Percentage	Address

By _____
 Trust Officer

Date: _____



Form 4: Special Use
Affidavit of Posting

AFFIDAVIT OF POSTING

_____ (petitioner), being upon oath deposes and says as follows:

1. That he/she is the petitioner in the matter of the Application for Special Use special use for the property at _____ (address)

scheduled to be heard by the Village of Island Lake Planning and Zoning Commission on

_____ (date), at _____ (time).

2. That he/she has complied with the posting requirements of the Village of Island Lake Zoning Ordinance by placing the customary zoning poster on the principal road frontage of parcel in question:

Location of posting _____

3. That said posting was accomplished on _____ at _____ a.m./ p.m.

(Signature) Date: _____

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this instrument are true and correct.

(Signature) Date: _____

Zoning Petition Packet, 02-2026

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ADJOINING TAXPAYER INFORMATION

Taxpayers adjoining the property—including properties across the street—for which the Special Use is requested, *as shown on the rolls of the County Treasurer/Collector**, are listed below. Include properties across the street.

*For tax information about Island Lake property in Lake County, go to:
<https://tax.lakecountyil.gov/>

*For tax information about Island Lake property in McHenry County, go to:
<https://www.nundatownship.com>

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

Property owner/s: _____

Property address: _____

List additional property owners on a separate page.



VILLAGE INFORMATION

ATTORNEY

David McArdle
Zukowski, Rogers, Flood & McArdle
50 Virginia Street
Crystal Lake, Illinois 60014
815.459.2050; fax: 815.459.9057

VILLAGE ENGINEER

Steve Zehner, P.E., Project Manager
Robinson Engineering
127 N. Walnut St., Ste. 200
Itasca, IL 60143

MAYOR and VILLAGE CLERK

Richard McLaughlin, Mayor
Georgine Cooper, Village Clerk
3720 Greenleaf Avenue
Island Lake, IL 60042
847.526.8764; Fax 847.526.1534

BUILDING OFFICIAL

Building Department
3720 Greenleaf Avenue
Island Lake, IL 60042
847-526-8764, ext. 7861

DIRECTOR OF PUBLIC WORKS

Public Works Director
3720 Greenleaf Avenue
Island Lake, IL 60042
847-526-8764, ext. 7872

PLANNING AND ZONING COMMISSION CHAIR

Michelle Friedrich
c/o Village of Island Lake
3720 Greenleaf Avenue
Island Lake, IL 60042



RECEIPT OF SPECIAL USE DOCUMENTS AND FEES

For Village Use only

Submit two (2) copies of all documents. *Additional copies may be required.*

The following have been completed on the dates indicated.

FILING FEE: Date Paid _____

OWNER, APPLICANT AND CONSULTANT INFORMATION Special Use Form 1: Date Filed _____

PROPERTY INFORMATION: Special Use Form 2: Date Filed _____

AFFIDAVIT OF BENEFICIAL INTEREST Special Use Form 3: Date Filed _____

AFFIDAVIT OF POSTING Special Use Form 4: Date Filed _____

ABUTTING TAXPAYERS INFORMATION Special Use Form 5: Date Filed _____

PLAT OF SURVEY with certified surveyor stamp: Date Filed _____

LIST OF ABUTTING LAST TAXPAYERS OF RECORD: Date Filed _____

It is the petitioner's obligation to verify the list.

LAKE OR MCHENRY COUNTY SOIL & WATER CONSERVATION DISTRICT FILING:* Date Filed _____

If necessary, obtain a Natural Resource Inventory report with the zoning petition request.

AFFIDAVIT OF POSTING: Date Filed _____

A sign will be provided by the Building Department and for the petitioner to post on the property no less than 15 days nor more than 30 days prior to the date of the hearing.

PUBLICATION NOTICE REQUIREMENTS: Date Filed _____

The Village will cause the publication notice of the hearing not less than 15 nor more than 30 days prior to the date of the hearing. This notice will appear in a local newspaper and conform to the State Statutes and Village regulations.

CERTIFICATE OF PUBLICATION: Date Filed _____

HEARING DATE: _____

The Village Clerk will contact the Planning and Zoning Commission and notify the petitioner of the date, time and place of the hearing.



Sample of Zoning Ordinance for Special/Conditional Use

In the matter if the application of _____)
_____)
_____)
for Special Use Permit issued by the Village of Island Lake)
Lake & McHenry Counties, Illinois)

ORDINANCE NO. _____

ORDINANCE GRANTING A SPECIAL USE

WHEREAS, the petitioners _____ have filed a petition with the Planning and Zoning Commission of the Village of Island Lake, Lake and McHenry Counties, Illinois for the issuance of a special use permit pursuant to the Village’s Zoning Ordinance and such Ordinance as amended in regard to the following described property:

[INSERT LEGAL DESCRIPTION]

WHEREAS, the petition requests the following special uses (uses described here); and

WHEREAS, a public hearing on said petition was held before the Planning and Zoning Commission s of the Village in the manner and in the form as prescribed by Ordinance and Statute and pursuant to proper public notice; and

WHEREAS, as a result of said hearing, the taking of evidence and the viewing of exhibits advanced there, the Planning and Zoning Commission of the Village did find that the proposed special use is in harmony with the general purposes and intent of the Village zoning regulations; and

WHEREAS, the Planning and Zoning Commission did recommend to the Village Board of Trustees of the Village that the special use requested be granted to the Petitioners subject to the following conditions [Conditions of special use listed here]; and

WHEREAS, the Planning and Zoning Commission and the Village Board of Trustees have each made the findings that the approval criteria for the special use pursuant to Village Ordinance have been met. Copies of said findings attached hereto marked “Exhibit A” and by this reference made part hereof; and

WHEREAS, The Mayor and Board of Trustees have considered the recommendations as submitted by the Planning and Zoning Commission; and

WHEREAS, the Mayor and the Board of Trustees have determined that it is in the best interest of the Village and in furtherance of the public health, safety, and welfare of the Village to grant special use sought by the Petitioners.

NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Island, Lake and McHenry Counties, Illinois as follows:

SECTION 1 The recitals set forth hereinabove are incorporated herein as findings of the Mayor and Board of Trustees.

SECTION 2 The Mayor and the Board of Trustees hereby grant the following special uses [Description of the special uses and the legal description included here]



SECTION 3 This Ordinance shall be in full force and effect from and after its passage, approval and publications in the manner provided by law.

Passed this _____ day of _____

AYES _____ ABSENT _____

NAYES _____ ABSTAIN _____

VILLAGE OF ISLAND LAKE

Mayor

ATTEST

Village Clerk

