CITY OF COLLINSVILLE ~ DEPARTMENT OF COMMUNITY DEVELOPMENT
125 SOUTH CENTER STREET, COLLINSVILLE, IL 62234
TEL. (618) 346-5200, EXT. 3 WWW.COLLINSVILLEIL.ORG

APPLICATION FOR ADMINSITRATIVE USE PERMIT

The City of Collinsville Zoning Ordinance is intended to promote the health, safety, quality of life, comfort and general welfare of the City and its planning area, which includes the area within the City corporate limits and unincorporated territory lying outside the City forming the total community of which Collinsville is a part; preserve and protect property values throughout the City and its planning area; restrict and regulate the height, number of stories, and size of structures; the percentage of lot coverage; the size of yards, courts, and other open spaces; and the density of population; divide the City and its planning area into zones and districts; regulate and restrict the location and use of structures and land within each district or zone; provide adequate light, air, privacy and safe convenient access to property; lessen or avoid congestion in public streets and rights-of-way; provide for the elimination of incompatible and nonconforming uses of land, buildings and structures which are adversely affecting the character of desirable development in each district; and serve as a tool in the implementation of the Comprehensive Plan.

I. APPLICATION TYPE

☐ **Non-Clinical Community Home**

** Non-clinical Community Group homes require a Special Use Permit Application.*

II. PROPERTY INFORMATION

Street Address: _____

Locator Number(s): _____ **Total Acreage:** _____

III. APPLICANT INFORMATION

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Name: _____ **Telephone/Email:** _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

(Attach additional sheets as necessary)

Applicant/Agent: _____ **Telephone/Email:** _____

Interest in Project: ☐ **Contract Purchaser** ☐ **Lessee** ☐ **Other (Specify):** _____

Address: _____

City: _____ **State** _____ **Zip:** _____

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: _____ **Print Name:** _____

IV. SUBMITTAL REQUIREMENTS

Please refer to the Zoning Ordinance (Municipal Code Title 17) for complete submittal and review requirements.

1. **Non-Clinical Community Home (R-1, R-2, R-3)**
    a. Complete application.
    b. When the applicant is not the property owner, a signed written statement from the property owner expressing support for the application.
    c. Submit a narrative addressing the proposed use compliance with the standards for considering an administrative use permit as per Section 17.105.060:
        i. That the use is necessary for the public convenience at that location;
        ii. That the use is not injurious to the use and enjoyment of neighboring properties, nor detrimental to the public health, safety, morals, or general welfare;
        iii. That adequate utilities, access roads, drainage, and other necessary supporting facilities have been provided for;
        iv. That adequate measures have been provided to accommodate ingress and egress so as to avoid congestion, not unduly impede surrounding traffic flows, or create hazardous or unsafe conditions;
        v. That the use will conform to all other requirements of the district;
        vi. That the number of residents complies with requirements of the City of Collinsville Zoning Ordinance;
        vii. That parking requirements as set by the City of Collinsville Zoning Ordinance have been met, specifically that off-street parking for Non-Clinical Community Homes shall have one (1) parking space for every two (2) individuals with disabilities on site plus one (1) parking space for each live-in staff member, if applicable;
        viii. In order to ensure that the structure and rooms are used as originally designed and intended, the proposed use will not require or include structural alterations as that term is defined in the Building Code adopted by the City;
        ix. The structure meets the requirements of the City's housing, building, and fire codes for residential housing purposes as set forth in the Municipal Code of the City of Collinsville or the codes adopted by reference;
        x. Users and occupants have received any and all required approvals from other governmental bodies which permits use of the premises in conformance with the approval for which they have applied;
        xi. For group occupancy, there shall be a minimum of 120 square feet of bedroom space for every two (2) residents for residential uses. No more than two (2) individuals shall occupy any bedroom in determining group occupancy.
        xii. For group occupancy, the property owner or agent shall inform occupants of the property in writing either in a written lease of by a sign prominently posted at the property that the occupants shall not park in other than the provided off-street parking from midnight to 6:00 a.m.
        xiii. Any group occupancy required by law to obtain a license from the state or its subdivisions for family care facilities and group care has received a license permitting it to operate from the relevant governmental body and a permit or approval document for the specific address indicating the specific address is approved and identifying the number of residents included in that approval.

APPLICATION PROCEDURE

1) Submit a complete application for an administrative use with the Community Development Department.
2) Upon submittal of an application for an administrative use, the Community Development Director shall process the application to determine its conformity with the applicable standards established in Section 17.105. – Administrative Uses. The standards may not be varied in considering the application. In making its decision, the Community Development Director shall grant the application, deny the application, or refer the application back to the applicant for modification.
3) Appeals from any decision of the Community Development Director concerning the granting or revocation of an administrative use permit approval shall be to the Zoning Hearing Officer pursuant to Section 17.130; provided, however, the Zoning Hearing Officer shall not have the authority to grant a variance of any of these standards or requirements necessary to obtain an administrative use permit.
4) Any Non-Clinical Community Home that does not strictly meet the administrative requirements described in Section 17. 105.060. may apply for a Special Use Permit to allow for deviation from the requirements described in Section 17.105.060. Such Special Use Permit shall be applied for, and approved, in accordance with Section 17.100. Any Special Use Permit granted for a Non-Clinical Community Home shall be subject to Sections 17.105.070-17.105.090.