



VILLAGE OF GLEN ELLYN

---

**Administrative Approval  
To Allow an Existing Business to  
Remain as Nonconforming Special Use  
Application Packet**

*Planning & Development Department  
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

**Application for Administrative Approval to Allow an Existing Business to Remain as Nonconforming Special Use**



**I. SUMMARY:** Ordinance 5704 granted the Planning and Development Director the administrative approval authority to allow existing uses operating prior to June 1, 2006 that require but do not have Special Use Permits to achieve the status of a legal nonconforming use. The Planning and Development Director is under no obligation to grant such an approval and approval of such an application is at his/her discretion.

**II. APPLICATION INFORMATION:**

- A. Date Filed: \_\_\_\_\_
- B. Business Name: \_\_\_\_\_
- C. Address of Property: \_\_\_\_\_
- D. Zoning: \_\_\_\_\_
- E. Name of Applicant: \_\_\_\_\_
- F. Address of Applicant: \_\_\_\_\_
- G. Phone No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_
- H. Fax No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_
- I. E-mail Address: \_\_\_\_\_
- J. Name of Property Owner: \_\_\_\_\_
- K. Address of Property Owner: \_\_\_\_\_
- L. Phone No. (Property): \_\_\_\_\_ (Home) \_\_\_\_\_
- M. Fax No. (Business): \_\_\_\_\_ (Home) \_\_\_\_\_
- N. E-Mail Address of Property Owner: \_\_\_\_\_

**III. SUBMISSION REQUIREMENTS**

The following items must be submitted to the Planning and Development Department with this application:

- A. Application Form
- B. \$350 Application Fee
- C. Proof of Ownership
- D. Affidavit of Authorization (if applicant is not the property owner)
- E. Documentation showing how long the business has been operating in the subject location.
- F. Detailed description of how the use is compatible with the uses in the surrounding area.

**IV. REVIEW PROCESS**

All applications will be reviewed by Planning and Development staff upon receipt. Staff attempts to review all applications within two (2) weeks of submission.

If you have any questions contact the Planning and Development Department at (630)-547-5250.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AFFIDAVIT OF AUTHORIZATION**

I, \_\_\_\_\_ owner of the property described as

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

verify that \_\_\_\_\_  
is duly authorized to apply and represent my interests before the Planning and Development Director in applying for administrative approval to allow an existing business to remain as nonconforming special use. Owner acknowledges that any notice given applicant is actual notice to owner.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
NOTARY