

AMENDMENTS

An amendment to the comprehensive plan and zoning ordinance or map may be proposed in writing by the Village Board, by the Planning and Zoning Commission, by any person having proprietary interest in property in the village, or by any interested citizen of the village.

Application requirements for amendments to the Comprehensive Plan and zoning ordinance.

- 1) Written statement from the applicant stating the basis for the request.
- 2) The proposed text to the Comprehensive Plan.
- 3) The section of the Zoning Ordinance to be amended and the proposed text.

Standards for reviewing proposed Comprehensive Plan amendments.

- There has been a change in projections or assumptions from those on which the comprehensive plan is based.
- The data used as the basis for formulating the Comprehensive Plan are in error or out of date.
- New issues or needs have presented themselves to the Village that is not adequately addressed in the comprehensive plan.
- The amendment will not adversely affect the character of the area in which the proposed development is to be located.

Application requirements for zoning map amendment.

The certificate of a registered architect or registered structural engineer licensed by the State of Illinois, or of an owner-designer, that the proposed construction, remodeling, or reconstruction complies with all of the provisions of this chapter subject to the proposed amendment.

A plat, in duplicate, of the piece or parcel of land, lot(s), or block(s), drawn to a scale showing the actual dimensions of the subject property, according to the recorded plat of the land.

A site plan drawn to scale, showing:

- Location, ground area, height, and bulk of all present and proposed structures, drives and off-street parking and loading spaces.
- The building lines in relation to lot lines, waste disposal areas.

The use to be made of such present and proposed structures on the land.

Other information required by the Community Development Staff.

A legal description of the subject property.

Evidence of ownership of the subject property or written consent of the owner on record.

SCHEDULE OF FEES

ANNEXATION	\$300
ZONING CERTIFICATE	Included in building permit fee
CLASS I SITE PLAN REVIEW	\$150
CLASS II SITE PLAN REVIEW	\$100
AMENDMENT	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
SPECIAL USE	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VARIATION, AFTER THE FACT	\$1,000
PLANNED DEVELOPMENTS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
MASTER PLANNED DEV.	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
APPEALS	\$100 (Single lot under 10,000 sq. ft.) \$200 (Single lot at or over 10,000 sq. ft. or any multi-lots)
VACATIONS	\$300
SUBDIVISIONS	\$300
SIGN DESIGN REVIEW	\$30 (Non-illuminated) \$50 (Illuminated)
PARKING LOT AREAS	\$50 (4 or more parking spaces)

Application fees are not refundable. Per §154.274 Fees and §154.275 Reimbursement of Staff Review Time in the Village Ordinance, in addition to paying application fees, every applicant is required to deposit with the Village an amount which shall be used to reimburse the Village for project related expenses. The applicant shall deposit with the Village an amount not less than \$500 and not more than \$2,500 unless required by the Zoning Administrator. Deposits are refundable if not used. All staff/ consultant fees shall be invoiced to the applicant at actual cost. Deposits may be required to be replenished at Village discretion, failure to do so may result in a work stoppage order by the Village.

CLASS I SITE PLAN REVIEW CHECKLIST

Class I Site Plan Review is required prior to or concurrent with granting rezoning to R-3, R-4, M-P, any commercial, office, or industrial district, granting any special use permit, or zoning variation, or granting a planned development. The following signs require a special use permit: advertising, electronic message center and marquee signs.

Date Received

- _____ Completed and signed application with all application and reimbursable fees of \$_____
- _____ Class I Site Plan Review Fee: **\$150**
- _____ Signed Staff/Consultant Review Reimbursement Acknowledgement Form
- _____ Signed Consent to On-Site Inspection Form
- _____ Plat of Survey (2 copies)

INITIAL PROJECT SUBMISSION FOR PROJECTS INVOLVING BUILDING CONSTRUCTION

- _____ Site Plan (number of copies TBD during pre-application meeting): Owner and contractor information, site location, signature of architect/engineer, Parking Analysis, sign location and elevation of all signage on site.
- _____ Landscape Plan (number of copies TBD during pre-application meeting): If applicable.
- _____ Tree Preservation and Removal Plan (number of copies TBD during pre-application meeting): If applicable.
- _____ Photometric/Lighting Plan (number of copies TBD during pre-application meeting)
- _____ Building Elevations – All Sides of Building (2 FULL -SIZED copies)

INDUSTRIAL DISTRICT PROJECTS MUST ALSO INCLUDE:

- _____ Description of activity.
- _____ Description of type and location of abatement devices.

SIGNS MUST ALSO INCLUDE:

- _____ Site plan showing the location of the sign(s) on the lot and a drawing indicating location of the sign(s) on any building or structure on the lot. Must include landscaping requirement at the base of sign on the site plan, if freestanding sign.
- _____ Elevation showing sign faces, exposed surface areas and the proposed message and design, accurately represented as to size, area, height, proportion, and color, as well as showing the elevation of the building façade and sign, if mounted on the building, drawn to scale
- _____ A copy of plans and specifications showing the method of construction, illumination, if any, and support of such sign.
- _____ The written consent of the owner(s) or agent of the building, structure, or land on which the sign is erected.

FOR THE PLANNING AND ZONING COMMISSION MEETING:

Due by **12 noon** on the date stated for “*Final Submittal Date for all PZC Meeting Attachments*” on the submittal calendar.

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Planning and Zoning Commission meeting.

- _____ 18 Copies of Complete 11” x 17” Site Plans:
 - _____ Black & white Site Plan
 - _____ Black & white Landscape Plan
 - _____ Black & white Tree Preservation and Removal Plan, if applicable
 - _____ Black & white Photometrics / Lighting Plan
 - _____ Color Elevations – ALL sides of building
 - _____ Building Elevations designating the installation location of the sign with façade dimensions and sign clearly illustrated, drawn in color and to scale. SIGNS ONLY.

FOR THE VILLAGE BOARD MEETING:

Due by **12 noon** on the date stated for “*Village Board Presentation for Discussion*” on the submittal calendar

This deadline is **NOT FLEXIBLE**. Any material submitted after this deadline will be scheduled on the next available Village Board meeting.

- _____ 1 .pdf Copy of Complete 11” x 17” Site Plans:
 - _____ Black & white Site Plan
 - _____ Black & white Landscape Plan
 - _____ Black & white Tree Preservation and Removal Plan, if applicable
 - _____ Black & white Photometrics / Lighting Plan
 - _____ Color Elevation – ALL sides of building
 - _____ Building Elevations designating the installation location of the sign with façade dimensions and sign clearly illustrated, drawn in color and to scale, SIGNS ONLY.

You must obtain a Zoning Certificate from the Department of Community Development prior to applying for a Building Permit.