

# COMMUNITY DEVELOPMENT APPLICATION

<u>For Office Use Only</u>		
Project Name: _____	Project Number: _____	Date Received: _____

## PART I. REQUIRED DOCUMENTATION

- Completed and signed copy of the COMMUNITY DEVELOPMENT APPLICATION
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- CLASS I SITE PLAN REVIEW FEE                      **\$150** (if required)
- CLASS II SITE PLAN REVIEW FEE                      **\$100** (if required)
- DEVELOPER REIMBURSABLE FEES                      **TBD during pre-application meeting**
- All required documentation for CLASS I or CLASS II SITE PLAN REVIEW (if required)
- Proof of Ownership or Option (1 copy)
- Legal Description of Property
- Property's Plat of Survey (2 copies)
- Site Plan showing existing and proposed structures, drawn to scale (2 copies)

## PART II. APPLICANT INFORMATION

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

APPLICANT (print or type)

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_      Fax:    ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_      Email: \_\_\_\_\_

OWNER (If different from Applicant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_      Fax:    ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_

**Is the Applicant the owner of the subject property?**                      YES [ ] NO [ ]

*(If not, a letter from the Owner authorizing the Applicant to file the Application must be attached.)*

**Is the Applicant and/or Owner a Trustee or a Beneficiary of a land trust?**      YES [ ] NO [ ]

*(If yes, a disclosure statement identifying each Beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the Trustee and shall be attached hereto.)*

APPLICANT'S EXPERTS *(Include name, address, telephone and fax numbers)*

Attorney: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Land Planner: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Architect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landscape Architect: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Surveyor: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

**PART III. PROPERTY INFORMATION**

ADDRESS OF PROPERTY: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT NUMBER: \_\_\_\_\_

PARCEL INDEX NUMBER(S): \_\_\_\_\_

AREA OF PARCEL (ACRES): \_\_\_\_\_

LEGAL DESCRIPTION: A legal description must be attached to this application.

---

## PART IV. DESCRIPTION OF PROJECT

---

---

---

---

---

---

---

---

---

---

I, \_\_\_\_\_, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Ordinances.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

If you have any questions or comments, please call Community Development at (847) 741-3894. The Community Development Department does not require submittal of social security numbers. Black out social security numbers on any documents prior to submittal.

### FOR OFFICE USE ONLY:

THE APPLICANT PETITIONS THE VILLAGE OF SOUTH ELGIN TO REVIEW AND CONSIDER GRANTING THE FOLLOWING APPROVAL ON THE LAND HEREIN DESCRIBED (*Check all that apply*):

- |   |   |
|---|---|
| <input type="checkbox"/> Annexation                                 | <input type="checkbox"/> Concept Plan   |
| <input type="checkbox"/> Special Use Permit for Planned Development | <input type="checkbox"/> Master Planned Development District                  |
| <input type="checkbox"/> Preliminary Subdivision Plat               | <input type="checkbox"/> Final Subdivision Plat and/or Final Engineering Plan |
| <input type="checkbox"/> Preliminary Development & Landscape Plans  | <input type="checkbox"/> Final Development & Landscape Plans                  |
| <input type="checkbox"/> Class I Site Plan Review                   | <input type="checkbox"/> Class II Site Plan Review                            |
| <input type="checkbox"/> Variation Request                          | <input type="checkbox"/> Special Use Permit                                   |
| <input type="checkbox"/> Comprehensive Plan Amendment               | <input type="checkbox"/> Zoning Text Amendment                                |
| <input type="checkbox"/> Sign                                       | <input type="checkbox"/> Rezoning from _____ to _____ (Zoning Map Amendment)  |
| <input type="checkbox"/> Parking                                    | <input type="checkbox"/> Accessory Structure                                  |

The subject property is located in which **FIRE PROTECTION DISTRICT**? \_\_\_\_\_

The subject property is located in which **PARK DISTRICT**? \_\_\_\_\_

The subject property is located in which **SCHOOL DISTRICT(S)**? \_\_\_\_\_

The subject property is located in which **LIBRARY DISTRICT**? \_\_\_\_\_

**CURRENT ZONING:** \_\_\_\_\_ **EXISTING LAND USE:** \_\_\_\_\_

**COMPREHENSIVE PLAN'S RECOMMENDED LAND USE:** \_\_\_\_\_

**PROPOSED ZONING:** \_\_\_\_\_ **PROPOSED LAND USE:** \_\_\_\_\_





## 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.**

## CLASS II SITE PLAN REVIEW CHECKLIST

Class II Site Plan Review is required prior to approval of a Zoning Certificate for any new construction in any agricultural, residential, commercial, office, or industrial district, or for construction of accessory structures, parking or signs, in any district.

Date Received

- \_\_\_\_\_  Completed and signed Community Development Application with all application and reimbursable fees of \$\_\_\_\_\_
- \_\_\_\_\_  Class II Site Plan Review Fee: **\$100**
- \_\_\_\_\_  Signed Staff/Consultant Review Reimbursement Acknowledgement Form
- \_\_\_\_\_  Signed Consent to On-Site Inspection Form
- \_\_\_\_\_  Plat of Survey (2 copies)

### INITIAL PROJECT SUBMISSION

- \_\_\_\_\_  Site Plan (3 FULL-SIZED copies): Owner and contractor information, site location, signature of architect/engineer, Parking Analysis, sign location and elevation of all signage on site.
- \_\_\_\_\_  Landscape Plan (3 FULL-SIZED copies), if applicable.
- \_\_\_\_\_  Tree Preservation and Removal Plan (3 FULL-SIZED copies), if applicable.
- \_\_\_\_\_  Photometric/Lighting Plan (3 FULL-SIZED copies)
- \_\_\_\_\_  Building Elevations – All Sides of Building (3 FULL-SIZED copies)

### INDUSTRIAL DISTRICT PROJECTS MUST ALSO INCLUDE:

- \_\_\_\_\_  Description of activity.
- \_\_\_\_\_  Description of type and location of abatement devices.

### SIGNS MUST ALSO INCLUDE:

- \_\_\_\_\_  A 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.
- \_\_\_\_\_  A sketch, drawn to scale, showing sign faces, exposed surface areas and the proposed message and design, accurately represented as to size, area, elevation (height), proportion, and color, as well as showing the elevation of building façade and sign, if mounted on the building.
- \_\_\_\_\_  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

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