

# APPLICATION FOR VACATION OF PUBLIC PROPERTY

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

## PART I. REQUIRED DOCUMENTATION

- Completed and signed copy of the APPLICATION FOR VACATION OF PUBLIC PROPERTY
- Signed STAFF/CONSULTANT REIMBURSEMENT ACKNOWLEDGEMENT Form
- Signed CONSENT TO ON-SITE INSPECTION Form
- VACATION OF PUBLIC PROPERTY APPLICATION FEE **\$300**
- DEVELOPER REIMBURSABLE FEES **TBD during pre-application meeting**
- Plat of Vacation (5 copies)
- Proof of Ownership or Option (1 copy)
- Legal Description of Property
- Property's Plat of Survey (2 copies)

## PART II. APPLICANT INFORMATION

### 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**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**

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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*):

- Annexation
- Special Use Permit for Planned Development
- Preliminary Subdivision Plat
- Preliminary Development & Landscape Plans
- Class I Site Plan Review
- Variation Request
- Comprehensive Plan Amendment
- Sign
- Parking
- Concept Plan
- Master Planned Development District
- Final Subdivision Plat and/or Final Engineering Plan
- Final Development & Landscape Plans
- Class II Site Plan Review
- Special Use Permit
- Zoning Text Amendment
- Rezoning from \_\_\_\_\_ to \_\_\_\_\_ (Zoning Map Amendment)
- 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)

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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.

## WRITTEN NOTIFICATION LETTER EXAMPLE

Any application that involves a public hearing requires the applicant to notify owners of all property within 250 feet in each direction of the property lines of the subject property; provided, the number of feet occupied by all roads, streets, alleys, and other public ways shall be excluded in computing the 250-foot requirement. Every applicant is required to notify adjoining property owners of his/her intent to develop property in the Village of South Elgin. Applicants are encouraged to provide the adjoining property owners with a brief description of the proposed development and a copy of the development plan to help them better understand what is being proposed in their neighborhood.

(On Applicant's Letterhead)

Dear Neighbor:

I, (Applicant Name), have submitted an application to the Village of South Elgin for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at (address and legal description).

A copy of the site plan is enclosed for your information. Village Staff is currently reviewing our application material, including the site plan. If you have any concerns or questions regarding the proposed property and/or development, you are encouraged to call (contact for the applicant) at (contact's telephone number) or the Community Development Department at (847) 741-3894. You will also have the opportunity to comment about the proposed development or amendment to the Zoning Ordinance at the South Elgin Planning and Zoning Commission meeting scheduled for (date) at 7:00 pm at the South Elgin Village Hall Board Room.

Sincerely,

(Applicant)