A PROUD & PROGRESSIVE VILLAGE FOR ALL PEOPLE

PLAN COMMISSION AND ZONING ADMINISTRATOR SUBMISSION PACKET

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Affidavit For Public Hearing Mailing	7
Calendar of Plan Commission, Zoning Administrator, and Village Board Meeting Dates	8
Annexation Documents (If necessary)	Contact Village staff for these documents

PROCESS

1. Prior to submittal of this packet, please contact the Community Development Department at 630-260-6030. A pre-application meeting to discuss the proposal and process is recommended. Packets will not be processed until all submittal requirements are met.
2. Submit a completed application packet (see "submittal documents" above).
3. The completed application will be forwarded to staff for review and comment. Comments will be provided to the applicant, which may require revisions before the scheduling of any Plan Commission, Zoning Administrator, or Village Board meetings.
4. If required, staff will work with the applicant to schedule a Public Hearing. If a Public Hearing is required, it is the applicant's responsibility to mail the public hearing notice and have the public hearing sign placed on the property. Failure to do so in a timely manner, as required by law, will result in delays to the project (see page 5).
5. The Plan Commission and/or Zoning Administrator will make a recommendation to approve or deny your project to the Village Board approval. The Village Board will then typically consider your application over the course of three meetings (Committee of the Whole, First Reading, and then Final Action).

Applications that require a Public Hearing typically require 3 months for approval. Failure to submit required documents in a timely manner will cause delays.

Village of Glendale Heights • Community Development Department
300 Civic Center Plaza • Glendale Heights • IL • 60139
Direct (630) 260-6030 • Fax (630) 260-1317

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APPLICATION FORM

Address of Property: _____

APPLICATION REQUEST(S):

- ☐ ANNEXATION
- ☐ CONDITIONAL USE
- ☐ TEXT AMENDMENT
- ☐ PLANNED UNIT DEVELOPMENT
- ☐ REZONING
- ☐ SUBDIVISION
- ☐ VARIANCE
- ☐ PUD AMENDMENT

APPLICANT INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

Applicant's Interest: ☐ Owner ☐ Lessee ☐ Contract Purchaser

☐ Other: _____

OWNER(S) INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

ATTORNEY(S) INFORMATION:

Name: _____ Telephone: _____

Address: _____ Fax: _____

_____ Email: _____

Under penalties of intentional misrepresentation and/or perjury, I declare I have examined and/or made this application and it is true and correct to the best of my knowledge and belief.

The Applicant and Owner agree to pay all costs incurred by the Village for administrative, engineering, and legal services for the review of this application and all supporting plans and documents.

_____ _____

Applicant's Signature Date

_____ _____

Owner's Signature Date

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NARRATIVE STATEMENT

In order for village staff, commission members, and Village Board members to thoroughly review your request, please provide a narrative statement that addresses the following items (*if applicable*):

1. **The proposed use(s) of the property**
2. **The existing use(s) of the property**
3. **A description of any proposed construction, alteration, or improvements to the property**
4. **The compatibility of the proposal with, or any impact the proposal would have, on the surrounding environment and neighborhood**
5. **The impact the proposal would have on traffic and parking circulation**
6. **The impact the proposal would have on municipal services such as police and fire protection, and utilities**
7. **Any other important consideration (as requested by staff at a pre-application meeting and/or after the submittal of the application)**

If your project requires multiple requests (for example, a Conditional Use and a Variance) please provide a separate narrative statement for each request.

This narrative statement will be used to review the proposal to ensure it meets the required approval criteria(s) for your application request(s). For specific information on approval criteria(s) and requirements please consult the following sections of Village of Glendale Heights Village Code:

- **Annexation: Title 1, Chapter 14**
- **Conditional Use: Title 11, Chapter 3, Article C**
- **Planned Unit Development: Title 11, Chapter 13**
- **Rezoning and Text Amendment: Title 11, Chapter 3, Article B**
- **Subdivision: Title 12, Chapter 3**
- **Variance: Title 11, Chapter 3, Article A**

The Village Code can be found online at: http://www.glendaleheights.org/GenInfo/Village_Code.html

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REQUIRED SUPPORTING DOCUMENTS

	ANNEXATION	CONDITIONAL USE	PLANNED UNIT DEVELOPMENT	REZONING	SUBDIVISION	TEXT AMENDMENT	VARIANCE
Annexation Agreement	1						
Annexation Documents (Contact Village staff for these documents)	1						
Annexation Plat	6 full size, 1 reduced						
Architectural Plans	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced		6 full size, 1 reduced	6 full size, 1 reduced
Catalog Cut Sheets (light fixtures, etc.)							
Color Renderings			1 Concept Drawings		1 Concept Drawings		
Disclosure of Interest (see page 7 for more information)	1	1	1	1	1	1	1
Engineer's Estimate of Cost			1		1		
Evidence of Ownership or Interest in Subject Property	1	1	1	1	1	1	1
Floor Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced			
Landscape Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced			
List of Building Materials and Colors							
Material Samples							
Photographs (Existing Structure and Surrounding Properties)							1
Plat of Survey (with Legal Description)	1	1	1	1	1		1
Planned Unit Development Plat			6 full size, 1 reduced				
Site Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced		6 full size, 1 reduced	6 full size, 1 reduced
Subdivision Plat					6 full size, 1 reduced		

☐ **In addition, submit an *electronic copy* of each document as part of the application.**

Full size plans must be drawn to scale. Submittal requirements may vary. Please verify with Community Development staff prior to submittal. Additional information may be required to in order to properly review the proposal, such as a traffic study.

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REQUIRED APPLICATION FEES AND DEPOSITS

APPLICATION TYPE	FEE AMOUNT(S)	DEPOSIT AMOUNT(S)
Annexation	<u>Application Fee:</u> $250 <u>Annexation Fee:</u> *Residential:* $250.00 per dwelling unit, or $1,000.00 per acre, (whichever is greater) *Commercial or Industrial:* $1,000.00 per acre or fraction of acre	Under 5 acres: $500 5 - 10 acres: $1,000 10 - 20 acres: $1,500 20 acres or more: $2,000
Conditional Use	$500	$1,500
Planned Unit Development	$500 (PUD approval as a Conditional Use)	<u>Improvement Plan Filing Fee:</u> An amount equal to 2% of the total cost of land improvements (Engineer's Estimate of Cost).
Rezoning	$500	$1,500
Subdivision	<u>Plat Filing Fee</u> *5 acres or less:* $250.00 *Over 5 acres, but not exceeding 10 acres:* $500.00	<u>Improvement Plan Filing Fee:</u> An amount equal to 2% of the total cost of land improvements (Engineer's Estimate of Cost).
Text Amendment	$500	$1,500
Variance (Zoning Administrator)	Fences: $50 All Other Requests: $500	$1,500

Applications will not be considered to be complete until <u>all</u> required fees and deposits are provided.

THESE FEES ARE FOR PLAN COMMISSION AND ZONING ADMINISTRATOR APPLICATIONS ONLY. OTHER FEES (SUCH AS BUILDING PERMIT FEES, ETC.) MAY BE REQUIRED FOR YOUR PROJECT.

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rev. 12/22/2015

PUBLIC HEARING NOTICE REQUIRMENTS

After the Director of Community Development has determined that a complete and accurate application has been filed a date for the Public Hearing will be scheduled. All applications must be received a minimum of 30 days prior to the date of the hearing.

Sign Display

The applicant shall post a Village of Glendale Heights "Notice of Public Hearing" sign in the front yard of the affected property, facing a public street and no further than thirty (30) feet therefrom. The sign is available for pickup at the Community Development Department, and a refundable deposit of $150.00 is required.

The Applicant shall pick up the notice of public hearing sign at the Community Development Department and erected no less than fifteen (15) days prior to the date of the scheduled public hearing and remain continuously in place until the public hearing is concluded, but no more than ten (10) days thereafter. The notice of public hearing sign shall then be returned to the Community Development Department.

Written Notification

The Applicant shall, not more than thirty (30) days nor less than fifteen (15) days before the hearing, send written notice by certified mail, return receipt requested to the to the owners of record of each parcel of real estate within two hundred fifty feet (250'), excluding all public rights of way, in all directions from the boundaries of the property affected by the application. The notice shall contain:

- the name and address of the applicant
- the street address and legal description of the property affected by the application
- the type of zoning action requested
- the date, time, and location of the public hearing thereupon

The Village will provide the suggested wording for this notice. A *signed and notarized affidavit of mailing* (see page 7) must be submitted to the Village together with the return receipts.

Newspaper Publication

The Village shall publish a notice of the public hearing in the newspaper of general circulation in the Village at least fifteen (15) days but no more than thirty (30) days before the scheduled date of the hearing.

2022 MEETING DATES

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PLAN COMMISSION	Second Tuesday of every month	Fourth Tuesday of every month	For informational purposes only, meeting dates, times and locations are subject to change.
VARIANCE HEARING (ZONING ADMINISTRATOR)	Fourth Tuesday of every month, 6:30 PM at Village Hall		
VILLAGE BOARD & COMMITTEE OF THE WHOLE	First and Third Thursday of every month, 7:30 PM at Village Hall		

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DISCLOSURE OF INTEREST

The party signing the application shall be considered the applicant.

An applicant must be the fee owner, trustee, beneficiary, contract purchaser, lessee, or option holder of the affected property or his or her agent or nominee.

a. If the applicant is not the fee owner of the affected property, the application shall disclose the full names, addresses, and telephone numbers of all owners.

   In addition, an affidavit of the fee owner or owners shall be filed with the application stating that the applicant has authority to make the application.

b. Applicant or Fee Owner is Corporation

   If either the applicant or the fee owner is a corporation, the application shall disclose the names and addresses of the corporation's officers, directors, registered agents, and those shareholders owning in excess of five percent of the outstanding stock or interest in the corporation.

c. Applicant is Trustee

   If the applicant is a trustee, the full name, address, telephone number, and extent of interest of each beneficiary must be disclosed in the application.

d. Applicant is Beneficiary, Agent, or Nominee

   If the applicant is a beneficiary, agent, or nominee, the application must disclose the names, addresses, and telephone numbers of those parties on whose behalf he or she is acting.

e. Applicant is Option Holder or Contract Purchaser

   If the applicant is an option holder or contract purchaser a valid (unexpired, fully executed, enforceable) non-contingent (except for zoning and financing approval) contract or option to purchase the premises for which the application is being filed shall be submitted.

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VILLAGE OF GLENDALE HEIGHTS

STATE OF ILLINOIS)

) SS

COUNTY OF DUPAGE)

AFFIDAVIT

I (We),_____. being first duly sworn on oath deposes and says that I (we) have served in person or by registered or certified mail, return receipt requested, not less than 15 days nor more than thirty days prior to hearing date, copies of the notice which is attached hereto on the following named persons at the addresses indicated on the list attached hereto, which persons are the owners of record as indicated by the records of the Recorder of Deeds in DuPage County; or the persons, according to the records of the Township Assessor, who paid the general real estate taxes for the last preceding year on each parcel of lot of real estate within the proposed Tax Increment Financing District.

_____

AFFIANT

_____

AFFIANT

SUBSCRIBED and SWORN to before

me this____ day of _____. 20____

_____

Notary Public

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