



**3110 Old McHenry Road  
Phone: 847-634-9440  
Fax: 847-634-9408  
longgrove.net**

## **Plan Commission Zoning Application**

### **1.0 General Information.**

**1.1 Applicant Name:** \_\_\_\_\_

**1.2 Address:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Applicant's Interest in Subject Property: \_\_\_\_\_

### **1.2 Owner (if different from Applicant).**

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

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

Telephone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

### **1.3 Subject Property.**

Address of Property: \_\_\_\_\_

Lot # \_\_\_\_\_ Subdivision: \_\_\_\_\_

Legal Description: Please attach Parcel Index Number(s): \_\_\_\_\_

Has any zoning variation or special use permit been granted for this property? Yes: \_\_\_ No: \_\_\_  
If yes, please identify the ordinance or other document granting such zoning relief \_\_\_\_\_

Describe: \_\_\_\_\_

**1.4 Trustees Disclosure.**

Is title to the property in a land trust? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, full disclosure of all trustees and beneficiaries is required. Attach a copy of all documents showing ownership of the Subject Property and the Applicant's ownership, control of or interest in the Subject Property.

**1.5 Requested Action (Check as many as are applicable).**

\_\_\_\_ Map Amendment

\_\_\_\_ Text Amendment

\_\_\_\_ Special Use

\_\_\_\_ Other; explain: \_\_\_\_\_

**1.6 Consultants.**

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers or attorneys:

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

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

Professional: \_\_\_\_\_

Professional: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

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

Professional: \_\_\_\_\_

Professional: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-mail: \_\_\_\_\_

**1.7 Village Officials or Employees.**

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes:\_\_\_ No:\_\_\_

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

**1.8 Repeat Application.**

Has any other application for the Subject Property been submitted to the Village and denied within the last two years? Yes\_\_\_ No\_\_\_

If yes attach a statement of the grounds justifying reconsideration.

**2.0 Required Submittals.**

\_\_\_\_\_ Fully completed application with letter addressing the standards in Section 3.0.

\_\_\_\_\_ Non-refundable Filing Fee (\$50).

\_\_\_\_\_ Non-refundable Planning Filing Fee (\$1,000).

\_\_\_\_\_ Minimum Professional Fee Escrow (\$5,000).

**3.0 Application.**

**3.1** An application for special use shall be in written form and shall be filed and processed in the manner prescribed for applications for amendments, and shall be of such form accompanied by such information as shall be established from time to time by the plan commission.

**3.2** The village superintendent shall process such applications in the manner prescribed herein for amendments to the title.

**3.3** The application shall be accompanied by the required filing fee, planning fee and professional escrow. The applicant shall be responsible for all professional fees incurred by the village in connection with said request, including, but not limited to, engineering fees, attorney fees and planning fees. All of said fees shall be paid to the village in care of the village manager and the village manager shall be responsible for collecting said fees. No special use shall be approved unless and until the village manager certifies that all of the above described fees have been paid in full. (Ord. 98-O-12, 4-14-1998).

**4.0 Special Use Standards.** No special use shall be granted by the village board unless the special use:

- 4.1 Is deemed necessary for the public convenience at that location;
- 4.2 Is so designed, located and proposed to be operated that the public health, safety and welfare will be protected;
- 4.3 Will not cause substantial injury to the value of other property in the neighborhood in which it is located; and
- 4.4 Except as may be recommended by the plan commission and approved by the village board and conforms, except in the case of a planned development, to the applicable regulations of the district in which it is to be located.
- 5.0 **Conditions & Restrictions:** The plan commission may recommend, and the village board may provide, such conditions and restrictions upon the construction, location and operation of a special use, including, but not limited to, provisions for off-street parking and loading, as may be deemed necessary to promote the general objectives of this title and to minimize injury to the value of property in the neighborhood. (Ord., 11-18-1957)
- 6.0 **Amendments.**
- 6.1 **Authority:** The regulations imposed and the district created under the authority of this title may be amended from time to time by ordinance, but no such amendment shall be made without a public hearing before the plan commission which shall report its findings and recommendations to the village board.
- 6.2 **Initiation of Amendment:** Amendments may be proposed by the village board, by the plan commission or by any resident of or owner of property in the village.
- 6.3 **Processing:** Before the holding of public hearings by the plan commission on any amendment introduced to the village board, such amendment shall be forwarded by the village board to the building commissioner with a request for recommendations relative thereto by both the plan commission and the building commissioner. Upon receipt of such proposed amendment, the building commissioner shall transmit a copy of same to the plan commission, which shall make its recommendations relative thereto and shall forward same through the building commissioner to the village board. The building commissioner, in transmitting the recommendation of the plan commission to the village board, shall forward therewith either an indication of his concurrence with such recommendation, or in the event of disagreement with same, his own separate recommendations. (Ord., 11-18-1957)
- 6.4 **Application Procedure & Filing Fee:** All requests for a zoning amendment for property by or on behalf of the owner shall be in written form and shall be accompanied by a one

hundred dollar (\$100.00) filing fee. The application shall also be accompanied by a planning fee determined as follows:

0	-	2 acres	\$ 100.00
2.01	-	5 acres	200.00
5.01	-	10 acres	400.00
10.01	-	15 acres	600.00
15.01	-	20 acres	1,000.00
20.01		acres or more	1,000.00 plus \$5.00 per acre in excess of 20 acres.

- 6.5 Reimbursement of Professional Fees:** Applicants shall be responsible for all professional fees incurred by the village in connection with said request, including, but not limited to, engineering fees, attorney fees and planning fees. All of said fees shall be paid to the village in care of the village manager, and the village manager shall be responsible for collecting said fees. No zoning amendment shall be approved unless and until the village manager certifies that all of the above described fees have been paid in full. (Ord. 98-O-12, 4-14-1998)
- 7.0 Certifications.** The Applicant and Owner certify that this pre-application is filed with the permission and consent of the owner of the Subject Property and that the person signing this pre-application is fully authorized to do so.
- 7.1** The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.
- 7.2** The Applicant acknowledges that the Village may seek additional information relating to this pre-application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying pre-application.
- 7.3** The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this pre-application, including any consultants' fees. By signing this pre-application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- 7.4** The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.
- 7.5** **The Owner and/or designated representative *is required to* be present during the meeting.**

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Signature of Owner                      Date

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