

APPENDIX A: SUBMISSION REQUIREMENTS

ZONING TEXT AND MAP AMENDMENT

Section 6-4-1

APPLICATION REQUIREMENTS AMENDMENT TO THE ZONING ORDINANCE TEXT

Every application for an amendment to the zoning text shall be accompanied an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. A statement identifying the existing section or sections of the Zoning Ordinance concerning which the text amendment is being sought, the revised language being proposed, and the reason or reasons for the requested zoning text amendment.
2. A statement indicating the manner in which the requested amendment supports each of the following conclusions:
 - a. The amendment to the text will not result in any building construction, land use or other development related activity which would be detrimental to or endanger the public health, safety, comfort or general welfare of the community as a whole or any portion thereof.
 - b. The amendment to the text is consistent with the spirit and intent of the Zoning Ordinance and Comprehensive Plan.
 - c. The standards contained in Section 6-4-1 E (Standards for Zoning Text and Map Amendments) of the Zoning Ordinance.
3. Any other information or documentation requested by the Planning and Zoning Administrator.

ZONING TEXT AND MAP AMENDMENT

Section 6-4-1

APPLICATION REQUIREMENTS AMENDMENT TO THE ZONING MAP

Every application for an amendment to the zoning map shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. Proof of ownership of the zoning lot in question. If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for an amendment to the zoning map.
2. A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale, showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land.
3. A statement identifying the existing zoning district for the zoning lot in question, the zoning district requested, and the reason or reasons for the requested amendment to the zoning map.
4. A statement indicating the manner in which the requested amendment to the zoning map supports each of the following conclusions:
5. A statement indicating the manner in which the requested amendment supports each of the following conclusions:
 - a. The amendment to the text will not result in any building construction, land use or other development related activity which would be detrimental to or endanger the public health, safety, comfort or general welfare of the community as a whole or any portion thereof.
 - b. The amendment to the text is consistent with the spirit and intent of the Zoning Ordinance and Comprehensive Plan.
 - c. The standards contained in Section 6-4-1 E (Standards for Zoning Text and Map Amendments) of the Zoning Ordinance.
6. Any other information or documentation requested by the Planning and Zoning Administrator.

VARIATION

Section 6-4-2

Every application for a variation shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. Proof of ownership of the zoning lot in question. If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for a variation.
2. A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land.
3. A site plan drawn to an appropriate scale showing the zoning lot in question and adequately illustrating in a graphic manner the nature of the requested variation.
4. A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property.
5. The characteristics of the subject property which prevent compliance with said requirements of this Ordinance.
6. The minimum modification of the requirements of this Ordinance that would be necessary to permit the proposed use or construction.
7. The manner in which the variation requested is in accordance with the standards contained in Section 6-4-2 E (Findings of Fact for Variations) of the Zoning Ordinance, including support of each of the following conclusions:
 - a. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
 - b. That the plight of the owner is due to unique circumstances.
 - c. That the variation, if granted, will not alter the essential character of the neighborhood.
8. Any other information or documentation requested by the Planning and Zoning Administrator.

SPECIAL USE APPLICATION

Section 6-4-3

Every application for a special use shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. Proof of ownership of the zoning lot in question (photocopy acceptable). If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for a special use.
2. A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land.
3. A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property.
4. A statement indicating the manner in which the requested special use supports each of the following conclusions:
 - a. That the establishment, maintenance and operation of the special use in the specific location proposed will not endanger the public health, safety, comfort or general welfare of the community as a whole or any portion thereof.
 - b. That the proposed special use is compatible with adjacent properties and other property within the immediate vicinity.
 - c. That the special use in the specific location proposed is consistent with the spirit and intent of the Zoning Ordinance and the adopted Comprehensive Plan.
5. Any other information or documentation requested by the Planning and Zoning Administrator.

Please note, all special uses are subject to site plan review and the requirements of that procedure.

PLANNED UNIT DEVELOPMENT

Section 6-4-4

Every application for a planned unit development shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. Proof of ownership of the zoning lot in question. If applicant is not the owner, a statement signed by the owner must be submitted certifying that the owner is jointly filing the application for a planned unit development.
2. A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property.
3. A preliminary development plan prepared in strict accordance with Section 6-4-4-E-1 (Preliminary Plan Procedure) of the Zoning Ordinance.
4. A statement indicating the manner in which the requested planned unit development supports the standards of Section 6-4-4-B (General Standards) of the Zoning Ordinance.
5. Any other information or documentation required by the Planning and Zoning Administrator.

Please note, all planned unit developments are subject to special use and the requirements of that procedure.

Within one (1) year of the Village Board enactment of the ordinance granting a special use approving the planned unit development in question, a final development plan, prepared in accordance with Section 6-4-4-E-2 (Final Development Plan Procedure) of the Zoning Ordinance, shall be filed with the Plan Commission/Zoning Board of Appeals.

SITE PLAN REVIEW

Section 6-4-5

Every application for site plan review shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. A plat of survey of the parcel or parcels of land comprising the zoning lot, drawn to scale showing the actual dimensions of said zoning lot, including all parcels or lots contained therein, and drawn in accordance with the recorded plat of such land.
2. A site location map drawn to an appropriate scale indicating existing land use and zoning of all property within two hundred (200) feet of the subject property.
3. A site plan drawn to scale, which shall indicate, at a minimum (see site plan specifications following this section):
 - a. Property lines
 - b. Acreage and proposed density
 - c. Public rights-of-way, easements, and utilities
 - d. Proposed and existing building footprints on the subject property and all surrounding properties, including dimensioned setbacks from property lines
 - e. Parking spaces locations, dimensions and number of spaces
 - f. Paved surfaces, materials and location(s)
 - g. Landscape plan indicating existing and proposed landscape materials and associated proposed plant materials list
 - h. Details for screening, fencing, site lighting, and signs. Where site lighting is proposed, a photometric grid that indicates light intensity in footcandles across the site and at all property lines shall also be required
 - i. Architectural elevations drawn to scale and indicating building height, photographs and massing diagrams of the subject property and abutting properties that show all façades of the proposed building in its existing context
4. Any other information or documentation required by the Planning and Zoning Administrator.

Site Plan Specifications

Plans and drawings shall be a minimum scale of one inch equals forty feet (1" = 40'), unless otherwise indicated. The maximum sheet size shall be twenty-four inches by thirty-six inches (24" x 36"), and all plans shall be folded to approximately eight and one-half inches by eleven inches (8½" x 11"). The following is required on all site plan drawings:

1. Proposed name of the development (the proposed development shall not duplicate the name of any plat recorded in Cook County)
2. Drawing title and sheet title.
3. Exhibit number and label
4. Engineering scale, both numerically and graphically
5. North arrow, designated as true north
6. Date of preparation of original drawing and date of any revisions
7. Names, addresses, and phone and fax numbers of the owner, subdivider or developer having control of the site
8. Name and professional seal of registered engineer and/or surveyor
9. Name, professional seal, address, and phone number of site planner(s)

OCCUPANCY PERMIT
Section 6-4-7

Application for an occupancy permit shall be accompanied by an application form as may be required by the Village. An application for an occupancy permit shall be submitted to the Building Commissioner.

ZONING CERTIFICATE
Section 6-4-8

Application for a zoning certificate shall be submitted:

- a. At the same time as the application for a building permit for the construction of a new building or for structural alteration of an existing building
- b. To the Planning and Zoning Administrator when application for a zoning certificate is made for a change in the use of land or of a building, or for a change in a nonconforming use.

SIGN PERMIT Section 6-4-9

Every application for a sign permit shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. Plan drawing of the following:
 - a. Location of the building, structure or lot to which, or upon which, the sign or other advertising structure is to be attached or erected.
 - b. The position of the sign or other advertising structure in relation to nearby buildings or structures.
 - c. Sign specifications, as well as methods of construction and attachment to the building, other structure or ground. If the size of the sign exceeds one-hundred (100) square feet, a structural engineer's stamp of approval may be required.
 - d. If required by the Building Commissioner, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this, and all other, laws and ordinances of the Village.
 - e. The dimensions of the lot on which the sign is to be erected. In cases involving wall signs, the dimensions of the wall to which the sign will be attached to are required.
2. Current photograph of the site and description of current signage in place and a statement as to whether such signage and sign structure shall be replaced.
3. A statement of written consent of the owner of the building, structure or land to which the structure is being erected or attached.
4. A bond and/or insurance policy as required by Section 6-4-9-F (Bond and Certificate of Insurance) of this Zoning Ordinance.
5. Any other information or documentation required by the Planning and Zoning Administrator.

APPEALS

Section 6-4-10

Every application for an appeal of a Planning and Zoning Administrator or Site Plan Review Committee decision shall be accompanied by an application form as may be required by the Village and the following documentation, unless specifically waived by the appropriate Village official or body:

1. A statement identifying the decision of the Zoning Administrator or Site Plan Review Committee concerning which the notice of appeal is being filed, and citing the reason(s) why the applicant is appealing said decision.
2. A site plan drawn to scale showing the zoning lot in question and adequately illustrating in a graphic manner the nature of the appeal.
3. Any other information or documentation required by the Plan Commission/Zoning Board of Appeals or Village Board (in the case of a Site Plan Review Committee decision notice of appeal).

ZONING INTERPRETATION
Section 6-4-11

Application for a zoning interpretation shall be accompanied by an application form as may be required by the Village. An application for a zoning interpretation shall be submitted to the Planning and Zoning Administrator.

TEMPORARY USE PERMIT
Section 6-10-03

Application for a temporary use permit shall be accompanied by an application form as may be required by the Village. An application for a temporary use permit shall be submitted to the Planning and Zoning Administrator.