



Village of Homer Glen
Preliminary and Final Plat
Application and Information

Pre-Application

- **Step 1: Pre Application Meeting**
 - Schedule a pre-application meeting with Village Staff to discuss your plans. Items to bring to the meeting include: concept plan, plat of survey, aerials of the property, preliminary storm water management plan, building renderings, etc.
- **Step 2: Formal Application**
 - Submit a formal application, including all required documents and fees
- **Step 3: Schedule Meetings**
 - Village Staff will schedule the Plan Commission meetings when the application is deemed complete and any necessary staff reviews have been completed

Plan Commission

- Plan Commission meets the **first** and **third** Thursday of each month at 7 p.m. in the Village Board Room
- Village Staff will send notification via First-Class mail to property owners with 250' feet of the subject property at least **14 days prior to the public hearing**
- Village Staff will post a sign on the subject property **15 days prior to the public hearing for Residential Properties**
- Applicant will post a sign on the subject property **15 days prior to the public hearing for Commercial/Industrial Properties**
- Village Staff will send a legal notice no less than **15 days prior to the public hearing** for notice in a local newspaper
- Plan Commission votes on request and sends recommendation to Village Board

Village Board

- Village Board meets on the **second** and **fourth** Wednesday of each month at 7 p.m. in the Village Board Room
- Village Board reviews request and Plan Commission recommendation to make a final decision
- **If approved:** the petitioner is able to apply for a building permit with the Building Department
- **If an application for a text or map amendment is denied,** the application cannot be resubmitted for a period of 1 year from the date of the order of denial

This outline represents a broad depiction of the development review process. The petitioner should be aware that all projects are distinct in their application and may consist of numerous reviews. Therefore, each project might not fit into the specifics of this outline.

DISCLOSURE OF INTEREST

1. Applicant: _____

2. Address: _____

3. Name of Benefit Sought: _____

4. Nature of Applicant (Please check one):

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Trust/Trustee | <input type="checkbox"/> Corporation/Limited Liability Co. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Land Trust/Trustee | <input type="checkbox"/> Joint Venture |

5. If applicant is an entity other than described in Section 4, briefly state nature and characteristics of applicant:

6. If in your answer to Section 4, you checked anything other than *individual*, identify by name and address each person or entity which is a 5% or more shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity:

7. Name, address, and capacity of person making this disclosure on behalf of the applicant:

Note In the event your answer to Section 6 identifies entities other than an individual, additional disclosures are required for each entity.

Verification

I, _____, being first duly sworn under oath, depose, and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature _____

Subscribed and Sworn to before me this _____ day of _____, 20____

Signature & Seal of Notary Public

DEVELOPMENT REVIEW FEE SCHEDULE

ANNEXATION	
Residential & Non-residential	\$500 flat fee + \$100 per acre
ZONING	
Residential & Non-Residential	\$800 (map amendments) \$300 (text amendments)
VARIANCES	
Residential	\$475 flat fee
Non-Residential (except for sign variances)	\$575 flat fee + \$50 ea. additional variance
Sign Variances	\$300 flat fee
SITE PLAN	
Residential (attached & multi-family) & Non-Residential < 50,000 SF buildings	\$500 flat fee
SPECIAL USES	
Special Use (except for outdoor seating)	\$500
Outdoor Seating Associated with a Permitted Restaurant	\$100
PUD (Not subject to Special Use Fees)	
Flat Fee	\$1,000 flat fee + \$50 per acre
Major PUD change	\$1,000
Minor PUD change	\$500
LANDSCAPING (Staff Review)	
Flat fee	\$250
PLAT OF SUBDIVISION (Preliminary and Final)	
0-10 acres	\$1,000 flat fee + \$50 per acre
1.5 Mile Review	\$200
PLAT OF CONSOLIDATION, MINOR SUBDIVISIONS (< 5 Lots; no new streets)	
0-10 acres	\$500
Over 10 acres	\$1,000
PLAT OF VACATION, DEDICATION	
Flat Fee	\$200
SITE DEVELOPMENT PERMIT	
Flat Fess	\$300
PUBLICATION	
All Applications	\$100
PROFESSIONAL SERVICES	
0-10 acres	\$2,000 (excludes minor PUD changes)
Over 10 acres	\$4,000 (excludes minor PUD changes)
Special Use Permits	\$500
Variances	\$500 (non-residential); residential applicants shall reimburse the Village if fees are accrued
Site Plan	\$500 (excluding single family residences)
Sign Variances	\$250 (excluding single family residences)
ZONING MATERIALS	
Zoning Ordinance	\$40
Zoning Map	\$10
Comprehensive Plan	\$40
Application for permit to construct in right-of-way	\$1,200
Inspection prior to order for removal of a stop-work order in relation to tree preservation	\$75/each

Any land vacated by the Village of Homer Glen is subject to compensation as established by the Village of Homer Glen.
 The sign variance application fee for sign distance and sign relocations resulting from adjustments of the right-of-way due to public road improvement projects is waived. A professional service fee deposit is required from the petitioner.
 Note 1: Fractional acres are rounded up to the next unit.
 Note 2: The petitioner is also responsible for any professional review fees associated with the project. These professional review fees include legal, engineering and/or other professional review or consulting fees, which are assessed on an hourly basis. A professional service fee deposit is required from the petitioner.