

Village of Homer Glen

Zoning and Site Development Application



HOMER GLEN

Revised: November 11, 2021

14240 W. 151 Street – Homer Glen, IL 60491 – (708) 301-0632

DEVELOPMENT REVIEW PROCESS

The following outline represents a broad depiction of the development review process. The applicant 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.

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; preliminary engineering has been granted.

PLAN COMMISSION

- Plan Commission typically meets the 1st and 3rd Thursday of each month at 7 p.m. in the Village Board Room. (check schedule included in packet)
- Village Staff will send notification via First-Class mail to property owners within 250' of the subject property **at least 14 days prior to the public hearing.**
- For Residential Properties, Village Staff will post a sign on the subject property **14 days prior to the public hearing.**
- For Commercial/Industrial Properties, the applicant is to post a sign on the subject property **14 days prior to the public hearing for notice in a local paper.**

VILLAGE BOARD

- Village Board typically meets on the 2nd and 4th Wednesday of each month at 7 p.m. in the Village Board Room.
- Village Board reviews request Plan Commission recommendation to make a final decision.
- Post Board & Preliminary Engineering approval, 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.

ZONING AND SITE DEVELOPMENT APPLICATION

APPLICANT INFORMATION		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
EMAIL:	PHONE (CELL PREFERRED):	FAX:
PROJECT LOCATION:		
PROJECT NAME:		
PROJECT ADDRESS:		
EXISTING ZONING:	PIN NUMBER: (PARCEL IDENTIFICATION NUMBER)	
PROPOSED ZONING:	ACREAGE:	
PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT):		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
EMAIL:	PHONE (CELL PREFERRED):	FAX:
PROJECT MANAGER/CONSULTANT INFORMATION:		
<i>The person listed as the Project Manager will be the primary point of contact for staff to answer any necessary questions, provide additional information, and will receive copies of the meeting materials (agenda and staff memo)</i>		
NAME:		
ADDRESS:		
CITY:	STATE:	ZIP CODE:
EMAIL:	PHONE (CELL PREFERRED):	FAX:
OWNERS AUTHORIZATION:		
As the undersigned, I hereby attest that I have full legal authorization to file this application. I certify that the information and exhibits submitted herewith are true and correct. I agree to be bound by conditions of approval which may result from the Village's consideration of my application while reserving my right to oppose or present evidence to object to any proposed condition during any hearing regarding this or a related application. I authorize the Village to make any plans associated with this petition available for public view including posting of plans to the Village's website. I hereby acknowledge my understanding that no building permits will be issued by the Village of Homer Glen until all related reviews have been completed and all approvals have been granted and an executed final subdivision Mylar has been submitted for recording, if applicable.		
SIGNATURE OF APPLICANT/PROJECT MANAGER:		
SIGNATURE OF PROPERTY OWNER:		

DISCLOSURE OF BENEFICIARIES

1. Nature of Applicant (Please check one):

- Individual Trust/Trustee Corporation/Limited Liability Co.
 Partnership Land Trust/Trustee Joint Venture

2. If applicant is an entity other than described in Section 1, briefly state nature and characteristics of applicant:

3. If in your answer to Section 1, 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:

4. 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.

DESCRIPTION OF PROPOSAL/USE:

Verification

As the undersigned, I hereby 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

CHECKLIST: DOCUMENTS AND PLANS REQUIRED

The following documents and plans must be submitted for applications to be considered complete.

REQUIRED DOCUMENTS (GENERAL)

- Legal description, electronically submitted to staff
- Proof of ownership: Copy of Warranty Deed; Title Insurance
- Beneficiary disclosure statement, if applicable, must be submitted (also required if held by a Corporation)
- Current plat of survey by a professional land surveyor showing all existing structures and any variances requested
- Application Fee; Professional Services Deposit

ADDITIONAL DOCUMENTS & PLANS REQUIRED

ANNEXATION

- Current plat of annexation by a professional land surveyor showing the proposed annexation area

REZONING

- Response to corresponding standards exhibits

VARIANCES

- Response to corresponding standards exhibits

SPECIAL USE PERMITS (GENERAL)

For outdoor seating associated with permitted restaurant refer to §220-835.

- Response to corresponding standards exhibits

SPECIAL USE PERMITS (PLANNED UNIT DEVELOPMENTS)

Planned Unit Developments should provide amenities above and beyond the minimum requirements, such as outstanding design and architecture, the quantity and quality of open space and landscaping, or other similar features.

- Response to corresponding standards exhibits
- Topographic survey with one-foot contours
- Site plan with a summary of site and structure bulk standards (§220, Attachment 2), and parking standards (§220-1002)
- Preliminary *site improvement plans* depicting streets and easements, potential utilities, floodplains, floodways, and wetlands, proposed stormwater detention and retention areas, off-street parking, driveways, loading spaces, and walkways, bike trails or other amenities (Chapter 138, Article I)
- Photometric plan depicting parking lot and landscape lighting, and exterior building lighting (Chapter 75, Article II)
- Landscaping and tree preservation plans; **conservation subdivision*** (Chapter 138, Article I)
- Signage plan (§220-1005)
- Architectural elevations and renderings (Chapter 75, Article II)

___ Traffic memo with trip generation characteristics for non-residential buildings under 50,000 square feet and residential developments under 50 units.

___ Traffic study for the larger development area with traffic impacts and needed improvements for non-residential buildings over 50,000 square feet and residential developments over 50 units.

**Applies for development of a residential subdivision greater than ten (10) acres in area, or development of a residential subdivision made up of lots less than one and one-half (1.5) acres in size.*

SITE PLANS

___ Response to corresponding standards exhibits

___ Topographic survey with one-foot contours

___ Site plan with a summary of site and structure bulk standards (§220, Attachment 2), and parking standards (§220-1002)

___ Preliminary *site improvement plans* depicting streets and easements, potential utilities, floodplains, floodways, and wetlands, proposed stormwater detention and retention areas, off-street parking, driveways, loading spaces, and walkways, bike trails or other amenities (Chapter 138, Article I)

___ Photometric plan depicting parking lot and landscape lighting, and exterior building lighting (Chapter 75, Article II)

___ Landscaping and tree preservation plans; conservation subdivision* (Chapter 138, Article I)

___ Signage plan (§220-1005)

___ Architectural elevations and renderings (Chapter 75, Article II)

PRELIMINARY AND FINAL PLATS

The Subdivision and Stormwater regulations apply when requesting the approval of a plat of subdivision and/or preliminary site improvement plans. The Park Donation regulations apply when the final Plat for a residential subdivision or development has been approved (Chapter 138, Article II).

___ Preliminary and final plat (§138-2 for general approval criteria for plats)

PUBLIC HEARING SIGN

Notice of Public Hearing

Your zoning application will be scheduled for a public hearing before the Village of Homer Glen Plan Commission. The Village's Zoning Ordinance requires that the public be notified of the meeting date in three ways: a legal notice published in a local newspaper, a Public Hearing Sign posted on the property, and a mailing sent to the surrounding property owners. The Village will publish the legal notice in the local newspaper and complete the mailing to surrounding property owners. *Applicants for major developments are responsible for posting a Public Hearing Sign., and the Village will post the Public Hearing Sign for minor developments.*

Sign Requirements

A 6' by 4' sign must be posted by the applicant or the Village, on the subject property to notify the public of the meeting date. The sign must be clearly posted on the subject property and visible from the closest road or access point no later than 15 days before public hearing. To obtain such a sign, the applicants may contact any one of the following three sign companies listed below or another sign contractor of your choosing:

1. Midwest Digital Blue Print, Inc.

Angela Diaz
MDBLUPRNT@aol.com
815-588-0943

2. Visu-Com Signs & Graphics

Pete Kouchis
Pete@Visucomsigns.com
(708) 460-3001

3. All-American Signs

Ken Strzyzewski
Kens@allamericansign.com
(708) 499-3000

Please ask that the sign quote include the removal of the sign. The sign is required to be removed from the property within 7 days of the close public hearing.

Information required to be posted on the Sign



REQUESTED APPROVALS AND FEES

Check applicable and provide responses to corresponding exhibits on separate sheet.

ANNEXATION	
Residential & Non-Residential	\$500 flat fee + \$100 per acre
REZONING	
Residential & Non - Residential	\$800 (map amendments) \$300 (text amendments)
VARIANCES	
Residential	\$475 flat fee
Non-Residential (except for sign variance)	\$575 flat fee +50 ea. Additional variance
Sign Variances	\$300 flat fee
SITE PLAN	
Residential (attached & multifamily) & Non-Residential <50,000 SF Buildings	\$500 flat fee
SPECIAL USE	
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
PLAT OF SUBDIVISION (Preliminary/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	\$1000
PLAT OF VACATION, DEDICATION	
Flat Fee	\$200
PUBLICATION	
All Applications	\$100
PROFESSIONAL SERVICES	
0-10 Acres	\$2,000 (exclude minor PUD changes)
Over 10 Acres	\$4,000 (exclude 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 Variance	\$250 (excluding single family residences)

REZONING FACTORS

The Homer Glen Zoning Code states the required standards for making findings of fact for zoning approvals. The Code requires that the Plan Commissioners consider the following corresponding standards in making its finding and determining a recommendation to send to the Village Board.

REZONING

Chapter 220-1208D of the Code of the Village of Homer Glen lists the standards by which the Plan Commission shall make the findings of fact.

1. Existing uses of property within the general area of the property in question.
2. The zoning classification of property within the general area of the property in question.
3. The suitability of the property in question to the uses permitted under the existing zoning classification.
4. The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.
5. The change in zoning is in conformance with the comprehensive plan of the Village and its official map.
6. The length of time the property has been vacant as zoned, considered in context of the land development in the area surrounding the subject property.
7. The extent to which property values are diminished by particular zoning restrictions.

After consideration of the above matters, the Plan Commission may recommend the adoption of a proposed amendment, denial of a proposed amendment or a modification to such proposed amendment. The Plan Commission may include with its recommendation certain conditions or modifications to a proposed amendment for consideration by the Village Board.

VARIANCE FACTORS

Chapter 220-1207C(1-3) of the Code of the Village of Homer Glen lists the standards by which the Plan Commission shall make the findings of fact.

1. The Plan Commission shall not vary the provisions of this Ordinance as authorized unless it has made findings based upon the evidence presented to it in the following cases:
 - (a) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone.
 - (b) That the plight of the owner is due to unique circumstances.
 - (c) That the variance, if granted, will not alter the essential character of the locality.
2. A variance shall be recommended to the Village Board only if the evidence, in the judgment of the Plan Commission, sustains each of the three conditions enumerated in Subsection C(1).
3. For the purpose of supplementing the above standards, the Plan Commission, in making its determination, shall also take into consideration the extent to which the following facts, favorable to the applicant, have been established by the evidence:
 - (a) That the particular surroundings, shape, or topographical conditions of the specific property involved will bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations was carried out.
 - (b) That the conditions upon which the petition for variance is based would not be applicable, generally, to other property within the same zoning classification.
 - (c) That the purpose of the variance is not exclusively based upon a desire to make more money out of the property.
 - (d) That the alleged difficulty or hardship has not been created by any person presently having an interest in the property.
 - (e) That the granting of the variance will not be detrimental to the public welfare or unduly injurious to other property or improvements in the neighborhood in which the property is located.
 - (f) That the exterior architectural appeal and functional plan of any proposed structure will not be so at Variance with the exterior architectural appeal and functional plan of the structures already constructed, or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.
 - (g) That the proposed variance will not impair an adequate supply of air to adjacent property, substantially increase the danger of fire, otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

SPECIAL USE PERMIT STANDARDS

SPECIAL USE PERMITS (GENERAL AND PLANNED UNIT DEVELOPMENTS)

Section 220-1209D of the Code of the Village of Homer Glen states the required standards for making findings of fact for a special use (and any amendments thereto).

1. That the establishment, maintenance or operation of the special use will not be detrimental to, or endanger, the public health, safety, morals, comfort or general welfare.
2. The proposed use at the proposed location will not have an undue or substantial adverse effect, above and beyond that inherently associated with such use, irrespective of the location in the particular zoning district, upon adjacent property, the character of the neighborhood, or other matters affecting the public health, safety and welfare of the community.
3. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.
4. The proposed use at the particular location is desirable to provide a service or facility in the interest of public convenience and the gain to the public and all or a part of the community exceeds the hardship imposed upon the property owner.
5. The proposed special use is generally suitable for the particular zoning district and will not adversely affect development of adjacent properties in accord with the applicable district regulations.
6. That the establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
7. That the exterior architectural appeal and functional plan of any proposed structure will not be so at variance with either the exterior architectural appeal and functional plan of the structures already constructed, or in the course of construction in the immediate neighborhood or the character of the applicable district, as to cause a substantial depreciation in the property values within the neighborhood.
8. That the adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
9. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
10. The proposed use has been considered in relation to the location, goals and objectives of the Village's Comprehensive Plan and is in general accord with the guidelines of the plan.

PLAN COMMISSION CALENDAR

The Village's Plan commission typically meets on the 1st and 3rd Thursday of each month. Below is a list of meeting dates, as well as the dates by which your application and plans must be submitted.

Plan Commission Meeting Date	Application/Plans Submittal Deadline*
Thursday, January 6, 2022	Thursday, December 16, 2021 at 12 pm
Thursday, January 20, 2022	Thursday, December 30, 2021 at 12 pm
Thursday, February 3, 2022	Thursday, January 13, 2022 at 12 pm
Thursday, February 17, 2022	Thursday, January 27, 2022 at 12 pm
Thursday, March 3, 2022	Thursday, February 10, 2022 at 12 pm
Thursday, March 17, 2022	Thursday, February 24, 2022 at 12 pm
Thursday, April 7, 2022	Thursday, March 17, 2022 at 12 pm
Thursday, April 21, 2022	Thursday, March 31, 2022 at 12 pm
Thursday, May 5, 2022	Thursday, April 14, 2022 at 12 pm
Thursday, May 19, 2022	Thursday, April 28, 2022 at 12 pm
Thursday, June 2, 2022	Thursday, May 12, 2022 at 12 pm
Thursday, June 16, 2021	Thursday, May 26, 2022 at 12 pm
Thursday, July 7, 2022	Thursday, June 16, 2022 at 12 pm
Thursday, July 21, 2022	Thursday, June 30, 2022 at 12 pm
Thursday, August 4, 2022	Thursday, July 14, 2022 at 12 pm
Thursday, August 18, 2022	Thursday, July 28, 2022 at 12 pm
Thursday, September 1, 2022	Thursday, August 11, 2022 at 12 pm
Thursday, September 15, 2022	Thursday, August 25, 2022 at 12 pm
Thursday, October 6, 2022	Thursday, September 15, 2022 at 12 pm
Thursday, October 20, 2022	Thursday, September 29, 2022 at 12 pm
Thursday, November 3, 2022	Thursday, October 13, 2022 at 12 pm
Thursday, November 17, 2022	Thursday, October 27, 2022 at 12 pm
Thursday, December 1, 2022	Thursday, November 10, 2022 at 12 pm
Thursday, December 15, 2022	Tuesday, November 22, 2022 at 12 pm

*In order to be considered complete, the application submittal must include the application document, all relevant items listed on page 1 of the application document, the application fee and the professional services fee deposit. ***For major development projects staff will require additional time for application review and notification.***

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