

The logo of the Village of Homer Glen is a circular seal. It features a central illustration of a large, leafy tree. The text "VILLAGE OF HOMER GLEN" is written in a circular path around the top of the seal. Below the tree, the motto "Community and Nature ... in Harmony" is written in a cursive font. At the bottom of the seal, it says "EST 2001".

Village of Homer Glen
Zoning Map/Text Amendment
Application and Information

ZONING MAP/TEXT AMENDMENT APPLICATION

PETITIONER

Petitioner Name

Address

Phone # (cell preferred) Fax #

Email

CONSULTANT

Consultant Name

Address

Phone # (cell preferred) Fax #

Email

INFORMATION REGARDING ZONING MAP/TEXT AMENDMENT

Description of Zoning Map/Text Amendment

Address or Location of Subject Property

Parcel Identification Number

Existing Land Use

Existing Zoning

Proposed Land Use

Proposed Zoning

REQUIRED DOCUMENTS

- Legal description, electronically submitted to kmcginnis@homerglenil.org
- Proof of ownership. Copy of recorded deed only. If property is in a Trust, a beneficiary disclosure statement must be submitted.
- Copy of commitment of Title Insurance.
- A notarized letter giving the representative authority to act on the zoning application from the property owner(s).
- Current plat of survey by a professional land surveyor showing all existing structures
- Petition for Annexation
- Application Fee: _____
- Professional Services Deposit: _____

DISCLOSURE OF INTEREST

1. Applicant: _____

2. Address: _____

3. Name of Benefit Sought: _____

4. Nature of Applicant (Please check one):

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

AMENDMENT STANDARDS

The petitioner must respond to each of the following Amendment Standards (Chapter 220-1208D). Please cite any relevant zoning code section from which the variations are being requested and explain **why** the amendment is being requested in the spaces provided below.

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 the 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:

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.

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.