



VILLAGE OF HOMER GLEN DEVELOPMENT APPLICATION

PETITIONER

Petitioner Name

Address

Phone # (cell preferred) Fax #

Email

CONSULTANT

Consultant Name

Address

Phone # (cell preferred) Fax #

Email

REQUEST

Description/Reason

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 MSchwarz@homerglen.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: _____

I, (We) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I, (We) consent to the entry in or upon the premises described in this application by any authorized official of Homer Glen for the purposes of completing any reviews or for the reports deemed necessary by the submittal of this application or for the purpose of posting, maintaining, and removing such notices as may be required by law.

I, (We) understand that I am required at least fifteen (15) days prior to the public hearing to post required signage and notify all owners of property adjacent to the property in question by certified mail with return receipt.

State of Illinois)
.....) SS
County of Will)

_____, being first duly sworn, on oath deposes and says that all of the above statements and the statements contained in the documents submitted herewith are true. Subscribed and sworn before me on _____ day of _____, 20____.

Signature & Seal of Notary Public

Signature of Owner

I understand that the application fee covers staff review as outlined in Ordinance No. 04-057 and that preferred consultant fees include but are not limited to, its attorneys, engineers, land planners, traffic and transportation consultants, etc. and are the responsibility of the PETITIONER, which will be charged on an hourly basis. Fees shall include, but not be limited to, time associated with any review, analysis, discussions, meetings, inspections, planning and all other work or services performed on behalf of the VILLAGE in conjunction with the project.

The Village shall provide the PETITIONER with an itemized statement of fees. The PETITIONER shall pay the VILLAGE within thirty (30) days of the date of a statement from the VILLAGE. If the PETITIONER does not pay the statement within the thirty (30) Day period, interest shall accrue on the unpaid balance at the rate of one and one half percent per month. Prior to the execution of a final plat, or the issuance of any building permits and occupancy permits for any project or development, any amounts then due and owing pursuant to the terms of this agreement shall be paid in full.

The DEVELOPER shall post with the VILLAGE a deposit as hereinafter described in cash or certified funds as security for the DEVELOPER's payment of such professional fees, costs and expenses or another amount as approved from time to time as the security deposit amount by the Corporate Authorities of the Village by a two-thirds vote.

The VILLAGE may also, following written notification to the PETITIONER, direct that all professional staff cease work on the PROJECT of the PETITIONER until the statement is paid in full.

Note: If the PETITIONER has not made significant progress on the application within one hundred and twenty days (120) of the VILLAGE's date stamped receipt of the application, the application will be deemed void. After the application is deemed void, the PETITIONER will be required to submit a new hard copy application and be given a new case number.

Petitioner Signature

Date

DEVELOPMENT REVIEW FEE SCHEDULE

ANNEXATION	
Residential & Non-residential	\$800
ZONING	
Residential & Non-residential	\$800
VARIANCES	
Residential	\$475 flat fee + \$100 ea. additional variance
Non-residential (except for sign variances)	\$575 flat fee + \$100 ea. additional variance
Sign Variances	\$300 flat fee + \$100 ea. additional variance
SPECIAL USES	
Special use (except for liquor sales & outdoor seating)	\$675
Liquor sales	\$200
Outdoor Seating Associated with a Permitted Restaurant	\$100
PUD (not subject to Special Use Fees)	
0-10 acres	\$2,750
11-25 acres	\$3,750
26-50 acres	\$4,750
51-100 acres	\$6,500
Over 100 acres	\$6,500 + \$40/acre over 100 acres
Major PUD change	\$1,000
Minor PUD change	\$500
LANDSCAPING (internal review)	
Flat fee	\$250
PLAT OF SUBDIVISION (PRELIMINARY & FINAL)	
0-10 acres	\$2,000
11-25 acres	\$3,250
26-50 acres	\$4,250
51-100 acres	\$6,250
Over 100 acres	\$6,250 + \$75/ac over 100 acres
CONSOLIDATION, LOT SPLIT	
0-10 acres	\$500
Over 11 acres	\$1,000
VACATION*	
Flat Fee	\$200
TEMPORARY USE/SPECIAL EVENT	
Flat Fee	\$200
PUBLICATION	
Sign Variances	\$100
1-5 acres	\$250
5-10 acres	\$350
Over 10 acres	\$500

*Any land vacated by the Village of Homer Glen is subject to compensation as established by the Village of Homer Glen.

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 review fee deposit is required from the petitioner.

DEVELOPMENT REVIEW PROCESS

PRE-APPLICATION PROCESS

STEP 1
Pre-Application Meeting
Schedule a Pre-Application Meeting with Village Staff to discuss your plans. Items to bring to the meeting might include the following: concept plan, plat of survey, aerials of property, preliminary storm water management plan, building renderings, etc.

STEP 2
Formal Application
Submit a formal application, including all the required documents and fees.

STEP 3
Schedule Meetings
Village Staff will schedule the necessary Plan Commission and Village Board meetings.



PLAN COMMISSION PROCESS

STEP 1
PC Workshop
Plan Commission Workshop is scheduled. Please submit plans 3 weeks prior to the scheduled meeting date.

STEP 2
PC Public Hearing
PC Workshop is scheduled. Please submit plans 3 weeks prior to the scheduled meeting date. If a Public Hearing is required, staff will publish a notice in the newspaper. The petitioner will be required to mail a certified notice to property owners within 250' of the subject property & to post a sign on the subject property 15 days prior to the hearing.

STEP 3
PC Recommendation
The Plan Commission will make a recommendation to the Village Board.



PROCESS NOTES

This outline presents 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.

If approved by the Village Board, 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, except on the grounds of new evidence or proof of change of condition found to be valid by the Plan Commission & Village Board.

VILLAGE BOARD PROCESS

STEP 1
Village Board Workshop
Village Board Workshop is scheduled. Please submit plans 2 weeks prior to the scheduled meeting date.

STEP 2
Village Board Vote
Village Board Meeting is scheduled. Please submit plans 2 weeks prior to the scheduled meeting date.