Village of Homer Glen
Development Handbook

Table of Contents
Page 2  Welcome Letter from Mayor
Page 3  First Steps
Page 4  Zoning Process & Requirements
Page 5  Fee Schedule
Page 6  Contacts

Additional Resources
Mayor’s Blog: Learn more about current Village events and news by subscribing to the Mayor’s Blog at homerglenil.org/2491/Mayors-Blog

14240 W. 151st Street, Homer Glen, IL 60491 — HomerGlenIL.org — (708)301-0632
A Message from the Mayor

Welcome! On behalf of the Village officials and staff, we’re excited you are showing interest in Homer Glen, one of the premiere communities in Will County! The Village’s competitive advantages all point to a bright future. New families are attracted to Homer Glen given our strategic location in Chicagoland, our unique lifestyle character that values community and nature in harmony, and no Village property tax. Businesses find opportunities to establish and grow given our attractive demographics, the unmet demand in many retail and service niches, high traffic corridors and easy access to I-355. As we are a relatively new community, (incorporated in 2001) we are currently working on major projects that will improve the quality of life for residents and spur further economic development. These important projects include utilities extensions to our western border, expansion of the community parks and trails systems and roadway improvements to prepare for future growth.

The Village Trustees and I and our staff are supportive of business activity and are here to help. I encourage you to contact our staff early in your process for guidance and assistance with any Village permits and approvals. Our customer-focused staff will help make your overall process more efficient, saving you time and money.

For zoning guidance and assistance with the development review process, please contact the Planning & Zoning Department. For assistance with site selection, opening a new business and trade area and demographic information, please contact the Economic Development Department.

This handbook has been compiled for your convenience. I encourage you to contact the Planning & Zoning Department staff to help you through the process!

Very truly yours,

George Yukich
Mayor
First Steps

☐ Choose a Site

The Village’s Economic Development Department keeps an updated list of properties and spaces available for purchase or rent within the Village, which can also be found at http://www.homerglenil.org/businessdirectoryii.aspx

☐ Verify Zoning and Use

When determining a location, the Planning and Zoning Department can assist you to ensure that the proposed use is allowed at locations being considered. Certain uses may require additional approvals prior to occupancy of the space or building permits. (see next page)

☐ Pre-Application Meeting

A pre-application meeting with Village Staff (Economic Development, Planning & Zoning, Building, Development Services) can be helpful to discuss any items prior to a business opening within the Village. Discussion can include code requirements, appropriate applications, and any other items to know that can save you time and money prior to opening.

Zoning/Permitting Checklist

☐ Building Permit ☐ Business Hours
☐ Zoning ☐ Outdoor Sales
☐ Liquor License ☐ Outdoor Seating
☐ Business Registration ☐ Sign Permit

Village Code Checklist

The following codes can be found on the Village’s website and should be checked before proceeding with any project or new business.

☐ Subdivision Ord. ☐ Tree Preservation
☐ Outdoor Lighting ☐ Water Resource
Next Step: Zoning Approval Process

At the pre-application meeting, Village staff will also help determine whether the Zoning Approval process will be required for your business or project.

Possible zoning applications include:

- [ ] Special Use Permit
- [ ] Variance
- [ ] Map Amendment/Rezoning
- [ ] Plat of Subdivision
- [ ] Annexation
- [ ] Sign Variance

Any of the above applications are reviewed by the Village’s Plan Commission, which conducts a Public Hearing on the request and makes a recommendation to the Village Board. The Plan Commission makes findings of facts based on the criteria found in the Code of the Village of Homer Glen, Chapter 220 (Zoning). The Plan Commission meets on the first and third Thursday of each month. The Village Board meets on the second and fourth Wednesday of each month.

Required documents to submit as part of a zoning application may include...

All applications:

- [ ] Completed Application* & Fee
- [ ] Legal Description
- [ ] Plat of Survey

- [ ] Permission from Property Owner (if applicable)
- [ ] Proof of Ownership

*Visit HomerGlenIL.org/2199/Development-Review-Process to download and complete the applications.

Additional materials required per Staff indication:

- [ ] Preliminary Plat
- [ ] Example Materials
- [ ] Photometric Plan

- [ ] Proposed Site Plan
- [ ] Proposed Building Elevations
- [ ] Tree Survey

- [ ] Sign Plan & Elevations
- [ ] Existing Conditions
- [ ] Landscape Plan

- [ ] Parking Calculations
- [ ] Grading and Drainage Plan

Applicants for commercial/industrial properties are responsible for posting a 4’ x 6’ Public Hearing sign on the subject property 14 days prior to the public hearing. Staff will mail public hearing notices to property owners within 250’ of the subject property and place a notice in a local newspaper a minimum of 15 days prior to the public hearing.
# Zoning Fee Schedule

## Variances
- Residential: $475.00 + $100.00/add. Variance
- Commercial: $575.00 + $100.00/add. Variance

## Special Use Permits
- SUP (except for liquor & outdoor seating): $675.00
- Liquor Sales: $200.00
- Outdoor Seating: $100.00

## Publication
- 1-5 Acres: $250.00
- 5-10 Acres: $350.00
- 10+ Acres: $500.00

## PUD (not subject to Special Use fees)
- 0-10 Acres: $2,750.00
- 11-25 Acres: $3,750.00
- 26-50 Acres: $4,750.00
- 51-100 Acres: $6,500.00
- 100+ Acres (per each add. Acre): $6,500 + $40/acre over 100
- Major PUD change: $1,000.00
- Minor PUD change: $500.00

## Plat of Subdivisions (Preliminary and Final)
- 0-10 Acres: $2,000.00
- 11-25 Acres: $3,250.00
- 26-50 Acres: $4,250.00
- 51-100 Acres: $6,250.00
- 100+ acres (per each add. Acre): $6,250.00 + $75/acre over 100
- 1.5 mile review: $200.00

## Consolidation/Lot Split
- 0-10 Acres: $500.00
- 11+ Acres: $1,000.00
- Vacation/Dedication: $200.00

## Annexation
- $800.00

## Map Amendment
- $800.00
# Contact Us

## Economic Development Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janie Patch</td>
<td>Director of Economic Development</td>
<td><a href="mailto:jpatch@homerglenil.org">jpatch@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
</tbody>
</table>

## Planning and Zoning Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vijay Gadde, AICP</td>
<td>Director of Planning &amp; Zoning</td>
<td><a href="mailto:vgadde@homerglenil.org">vgadde@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
<tr>
<td>Caron Bricks</td>
<td>Assistant Planner</td>
<td><a href="mailto:cbricks@homerglenil.org">cbricks@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
</tbody>
</table>

## Development Services Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mike Salamowicz</td>
<td>Development Services Director</td>
<td><a href="mailto:msalamowicz@homerglenil.org">msalamowicz@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
</tbody>
</table>

## Building Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Baber</td>
<td>Chief Building Official</td>
<td><a href="mailto:jbaber@homerglenil.org">jbaber@homerglenil.org</a></td>
<td>(708)301-1301</td>
</tr>
</tbody>
</table>

## Village Clerk’s Office

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Holtz</td>
<td>Village Clerk</td>
<td><a href="mailto:aholzt@homerglenil.org">aholzt@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
<tr>
<td>Gina Villasenor</td>
<td>Deputy Village Clerk</td>
<td><a href="mailto:gvillasenor@homerglenil.org">gvillasenor@homerglenil.org</a></td>
<td>(708)301-0632</td>
</tr>
</tbody>
</table>