



Village of Homer Glen

Special Use Permit

Application and Information

*Community and Nature
... in Harmony*

EST 2001

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.

SPECIAL USE PERMIT APPLICATION

PETITIONER

Petitioner Name

Address

Phone # (cell preferred) Fax #

Email

CONSULTANT

Consultant Name

Address

Phone # (cell preferred) Fax #

Email

INFORMATION REGARDING SPECIAL USE PERMIT

Description of Special Use Request

Address or Location of Subject Property

Parcel Identification Number

Existing Land Use

Existing Zoning

REQUIRED DOCUMENTS

- ___ Legal description, electronically submitted to zoning@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: _____

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

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

SPECIAL USE STANDARDS

The petitioner must respond to each of the following Special Use Permit Standards (Chapter 220-1209D). Please explain **why** the Special Use Permit(s) is/are being requested in the spaces provided below.

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. That 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 on the property owner:

5. The proposed 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 maximize 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:

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.