



Village of Homer Glen

Sign Variance Application and Information

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.

SIGN VARIANCE APPLICATION

PETITIONER

Petitioner Name

Address

Phone # (cell preferred) Fax #

Email

CONSULTANT

Consultant Name

Address

Phone # (cell preferred) Fax #

Email

INFORMATION REGARDING SIGN VARIANCE

Description of Sign Variance Requests

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):

- | | | |
|--------------------------------------|---|--|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Trust/Trustee | <input type="checkbox"/> Corporation/Limited Liability Co. |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Land Trust/Trustee | <input type="checkbox"/> 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

SIGN VARIANCE STANDARDS

The petitioner must respond to each of the following Sign Variance Standards (Chapter 220-1005(J)2). Please explain **why** the Sign Variance(s) is/are being requested in the spaces provided below.

1. That the granting of any variance is in harmony with the general purpose and intent of this Ordinance, and will not be injurious to the neighborhood, or detrimental to the public welfare:

2. That the granting of the variance will not:

- (i) Impair an adequate supply of light and air to adjacent property:

- (ii) Increase the hazard of fire or other dangers to said property:

- (iii) and Diminish the value of land and buildings on neighboring properties:

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.