



Village of Homer Glen
Sign Variance Application
and Information

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 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: _____

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))
County of Will)) SS

_____, 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

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	\$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.