



VILLAGE OF VERNON HILLS  
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## **PLANNING CONSIDERATION & DEVELOPMENT REVIEW PROCEDURES**

This handout is intended to provide prospective developers with a summary of planning and development review procedures followed by the Village of Vernon Hills. It does not supersede or in any way modify the Vernon Hills Zoning Ordinance, Development Ordinance, or other requirements of the Village or county, state, or federal agencies. Copies of the Zoning Ordinance, Landscape Ordinance and Development Ordinance may be purchased from the Village Clerk's Office.

### **STEP ONE: CONCEPT REVIEW (Not required in all cases)**

Concept review is designed to provide a developer with basic site planning information, the requirements of Village development ordinances and codes, and some indication of the acceptability of the proposed project to the Village. Although this step is optional for projects that conform to existing zoning and land use plans, it is nonetheless encouraged.

1. Contact Assistant Village Manager John Kalmar at (847) 918-3550 or johnk@vhills.org to discuss initiation of the concept review process.
2. Mr. Kalmar will arrange a meeting to include the developer an appropriate Village staff and consultants. The purpose of this meeting is to inform the developer of the requirements of Village development ordinances and codes, provide information on engineering and zoning issues related to the proposed land use and site, and to answer any questions the developer may have regarding the review process generally.
3. At the developer's request, Mr. Kalmar will schedule an appearance at a Committee of the Whole meeting of the Village Board (meetings are normally held on the first and third Tuesdays of each month). This appearance shall not constitute any endorsement, support or implied approval of the project by the Village Board. It is intended to give the applicant feedback from the Village's Trustees.

No later than 12:00 p.m. on the Wednesday immediately preceding the Committee of the Whole meeting, the developer will provide the Village with 25 folded and collated sets of the following documents:

- a. A cover letter including basic site data such as total acreage, sq. ft. of buildings and/or number units, bedroom mix (if applicable), floor area ratio, etc.

- b. A site plan showing, at a minimum, proposed access point(s), interior roadways, and building footprint(s).
- c. Typical building elevation(s).
- d. A landscape plan & tree location map.

Consistent with the preliminary nature of concept review, plans need only be detailed enough to convey the overall concept of the proposed project to the Village Board. We will not require the developer to incur significant expense in the preparation of plans for concept review.

Based upon the reaction to the concept plan by the Village Board, the developer may choose to proceed to the next step of the process.

## **STEP TWO: TECHNICAL REVIEW**

At this point, the developer shall prepare a preliminary plat or plan, and preliminary engineering, architectural, and landscape plans incorporating concept review comments for a more detailed review by the Village's Technical Review Committee.

1. Applications may be obtained from the Community Development Department or downloaded from the Village website at [www.VernonHills.org/forms/](http://www.VernonHills.org/forms/).
2. Submit the completed *Application for Planning Consideration & Technical Review*, and *Reimbursement of Fees Agreement*, all applicable fees and 10 folded and collated sets of the following documents to Mr. Kalmar:
  - a. Location Map. A map showing the location of the proposed project site as well as nearby transportation routes and other significant features, to include a north arrow, title, scale, and date.
  - b. Topographical Plat. A plat showing all existing zoning, land use, land characteristics, woods, wetlands, floodplains, pertinent nearby public improvements, public utilities, easements, buildings, and other typical survey information in and within 250 feet of the site. The scale of the plat shall be appropriate to the size of the site. Contours shall be at no more than one-foot intervals. Portions of this requirement may be waived at the option of the Village Engineer based on the scope of the proposed project.
  - c. Plat of Survey. The plat shall be prepared and certified by a surveyor licensed to practice in the State of Illinois. The plat of survey shall include the entire are to be subdivided. A legal description of the property in its entirety shall be included on the plat and as a separate document, preferably on computer disk.

- d. Plat of Subdivision/Resubdivision. A plat of subdivision or resubdivision, as appropriate, will be prepared in accordance with the technical requirements contained in Appendix I of the Village's Development Ordinance.
- e. Site Plan. The site plan shall consist of a series of drawings made on copies of the topographical plat showing the proposed layout of streets, lots, and site improvements in relation to the existing features, to include:
  - i. Boundary lines of the site with dimensions and the access points to this site and neighboring sites.
  - ii. Proposed lots, building setback lines, building locations and separations, and pedestrian considerations, with the approximate size of each lot shown in square feet and in acres.
  - iii. Proposed street layout, interior and exterior traffic patterns, off-street parking and loading spaces, fire lanes, and exterior street improvements such as turning lanes.
  - iv. Proposed open spaces, school sites, park sites, and private recreational facilities, as appropriate.
  - v. Proposed drainage and storm water detention/retention locations.

In addition, the site plan should include a land use schedule consisting of the following information:

- vi. Total acreage of the site.
  - vii. Proposed land use by acreage and percent of total.
  - viii. Proposed gross, net residential density for residential portions of the project, if applicable.
  - ix. Proposed floor area ratio and land coverage in percent for nonresidential portions of the project, if applicable.
  - x. Schedule showing number of required parking spaces, including guest parking, and number of spaces provided compared to zoning ordinance requirements.
- f. Engineering Plans. Engineering plans shall conform as much as possible to specifications for full-size plans found in the Illinois Department of Transportation Design Manual (IDOT), including the use of IDOT symbols. The plans shall incorporate Village of Vernon Hills engineering

specifications and standards found in Appendix II of the Development Ordinance. Engineering plans shall include a site-grading plan with contour intervals of no more than one foot and possibly less if the site is relatively flat. The site grading plan shall show both existing and proposed elevations. The plans shall also include, if applicable, a photometric plan for all exterior site and building lighting.

- g. Building Elevations and Floor Plans. Architectural drawings of floor plans and elevations of building facades shall be provided. Building materials shall be identified on the plans. All signage should be included upon these plans.
  - h. Landscaping Plans. Landscaping plans shall include:
    - i. Locations, size, type common and botanical names of all existing trees and shrubs that are to remain. The Village landscape architect may require a tree survey and tree preservation plan if the property is wooded or if unique circumstances exist.
    - ii. Locations, size, type common and botanical names of all trees and shrubs that are to be planted.
    - iii. All berming, screening, and fencing.
    - iv. Entrance treatment, if applicable. The Village Board approves monument signs separately at time of final plan approval.
    - v. An estimated cost of landscape improvements.
    - vi. A tree survey.
  - i. Project Cost Estimate. The developer shall submit an estimate of the total market value of the project (land and buildings) at buildout. This will be used to calculate the fiscal impact on local taxing bodies.
3. Technical review of the documents will be completed within 10 working days following their receipt of all the required materials. Written comments will then be provided the Applicant, which may include recommended corrections, revisions, and requests for additional information. The Applicant is to respond to the comments in writing to Mr. Kalmar. A meeting may be required between the Applicant and Village staff to resolve any remaining issues. Once the review has been completed to the satisfaction of the Village, the Applicant may proceed to Step Three of the process or Step Four, at staff's direction.

### **STEP THREE: PLANNING AND ZONING/ZONING BOARD OF APPEALS**

The Village's Planning and Zoning Commission is charged with the review of development proposals, special use permits, and requests for rezoning. The Zoning Board of Appeals hears all requests for zoning variances and amendment of the Village's zoning ordinance. Both bodies are advisory bodies to the Village Board. Generally, the Planning and Zoning Commission reviews all proposed projects unless exempted by ordinance or annexation agreements. Only those projects requiring variances from or amendment of the zoning ordinance are referred to the Zoning Board of Appeals.

Projects of large scale and complexity may require separate approval of preliminary and final plans. If this is determined to be the case, Step Three and Step Four will apply to review and approval of, first, the preliminary plan and, second, the final plan.

1. Applicants for a development permit are required to appear before the Planning and Zoning Commission. Assistant Village Manager John Kalmar (847-918-3550 or JohnK@vhills.org) coordinates Planning and Zoning Commission meetings. Meetings can be scheduled on any Wednesday assuming a quorum of Commissioners is available.
2. Contact Mr. Kalmar to schedule an appearance before the Commission.
3. Submit 12 sets of technical review documents (a) through (h), incorporating any revisions required by Village staff, no later than the Wednesday immediately preceding the date of the Commission meeting. In addition, color renderings of the exterior elevations of the building(s) and material samples should be available for presentation at the meeting. Depending on the nature and location of the project, a traffic study and/or a market study may also be required. This determination will normally be made during technical review. A qualified independent professional or professional firm, if required, shall prepare traffic and market studies.
4. The Planning and Zoning Commission will make a recommendation to the Village Board to approve or deny the development permit. In recommending, the Commission may suggest changes or attach conditions as deemed appropriate.
5. If an appearance before the Zoning Board of Appeals is required, the Building Commissioner Vernon Gerth (847-918-3548) will schedule it. The Zoning Board of Appeals normally meets on the third Thursday of every month. An appearance before the Zoning Board of Appeals should normally be scheduled before an appearance before the Planning and Zoning Commission.

#### **STEP FOUR: VILLAGE BOARD**

1. Minutes from the Planning and Zoning Commission and the Zoning Board of Appeals will be transmitted to Mr. Kalmar who will prepare a memorandum to the Village Board summarizing any unresolved issues from the preceding reviews and presenting a staff recommendation. The proposed project will then be placed on a Committee of the Whole agenda (the Village Board meets on the first and third Tuesday of every month).
2. Submit 25 folded and collated sets of the documents presented to the Planning and Zoning Commission, including any revisions, to Mr. Kalmar no later than 12:00 p.m. on the Wednesday immediately preceding the Board Meeting. It is preferred that 10 sets of the documents be full-size and the remaining 15 sets reproduced as 11" X 17" or larger sheets. Color renderings of the exteriors of the building(s) and material samples should be available for presentation at the meeting.
3. After reviewing the documentation and recommendations presented, the Village Board will make a motion to approve or not approve the project. Motions to approve may contain such conditions as the Board may deem appropriate.

#### **STEP FIVE: REIMBURSEMENT OF FEES**

In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon annexation, zoning change, subdivision development, PUD or other improvement or development upon real property, then the Petitioner and Owner of the property shall be jointly and severally liable for the payment of such professional fees plus ten percent (10%) to cover the Village's administrative expenses. At the time the Petitioner requests action from the Village, he/she will be required to, in addition to all applications fees, deposit a reimbursable amount with the Village as an initial deposit to be credited against fees and costs incurred for the above described services.