



VILLAGE OF VERNON HILLS
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DEVELOPMENT REVIEW PROCESS

This handout is intended to provide prospective developers with a summary of planning and development review procedures in the Village of Vernon Hills. Developments are subject to the Vernon Hills Zoning Ordinance, Development Ordinance, Regional Planned Unit Developments, and requirements of County/State agencies. The relevant Village documents may be found online at www.vernonhills.org.

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 the Director of Community Development to discuss initiation of the concept review process.
2. The Community Development Department will arrange a meeting to include the developer and 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.
3. At the developer's request, the Director of Community Development 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.

A Concept Review application consisting of the following items must be submitted electronically no later than 12:00 p.m. on the Friday two weeks prior to the Committee of the Whole meeting:

- 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.

As a conceptual review, the developer is not required to incur significant expense in the preparation of plans for concept review. Plans must only be detailed enough to convey the overall concept of the proposed project to the Village Board. Based upon the feedback of the Village Board, the developer may choose to proceed to Step Two (Technical Review).

STEP TWO: TECHNICAL REVIEW

At this point, the developer shall prepare preliminary plans as described below for a more detailed review by the Village's Technical Review Committee. Plans that are not relevant to the given project may be waived at the discretion of the Village Engineer and Community Development Director.

1. Applications may be obtained from the Community Development Department or downloaded from the Village website at:
<http://www.vernonhills.org/467/Development-Review>
2. Submit the completed *Application for Technical Review, Development Escrow Agreement*, all applicable fees and the following documents to the Community Development Department (**3 paper sets and 1 digital set¹**):
 - a. Location Map. A map showing the location of the proposed project site as well as nearby transportation routes and other significant features. 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 area to be subdivided. A legal description of the property in its entirety shall be included on the plat and provided as a separate document in format such as Word.
 - 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.

¹ Digital submittal may be on flash drive or by file sharing link provided by the Village.

- v. Proposed drainage and storm water detention/retention locations.
 - vi. Site data table indicating total acreage, proposed land use by acreage and percent of total, residential density (gross and net residential), floor area ratio and land coverage in percent for nonresidential portions of the project, and parking data (required parking spaces vs. provided, including guest parking).
- 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 20 business days following receipt of all the required materials. Review comments will then be compiled and provided to the applicant. The Applicant is to respond to the comments in writing to the Director of Community Development. A meeting may be required between the Applicant and Village staff to resolve any remaining issues. An additional round of Technical Review may be required. Once the review has been completed to the satisfaction of the Village, the Village will provide written notice that the applicant may proceed to Step Three or Step Four.

STEP THREE: PLANNING AND ZONING COMMISSION REVIEW

The Village's Planning and Zoning Commission is an advisory body that reviews land use petitions (special uses, variations, site plan/appearance, rezoning, etc.). Generally, the Planning and Zoning Commission reviews all proposed projects unless exempted by ordinance or annexation agreements.

The Community Development Department coordinates Planning and Zoning Commission meetings. Meetings are scheduled on Wednesdays (7:30 pm), and are typically scheduled 30 days in advance due to public notice requirements.

The submittal requirements depend on the project (Special Use, Variation, etc.). Please see the application for a list of required materials. The technical review memos may also provide direction on special requirements, such as traffic studies, that are required on a project by project basis.

The Planning and Zoning Commission will make a recommendation to the Village Board to approve or deny the development permit. In its recommendation the Commission may suggest changes or attach conditions as deemed appropriate.

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 may be required for both the preliminary and final plans.

STEP FOUR: VILLAGE BOARD REVIEW

1. The Village will prepare the minutes of the Planning and Zoning Commission meeting to document the recommendation of the Commission and the full record of the public hearing. The Community Development director will prepare a summary memo to the Village Board to describe the Commission's recommendation. The project will be placed on a Committee of the Whole agenda (first and third Tuesday of every month).
2. The Committee of the Whole will review the PZC recommendation and discuss the project with the petitioner. At the conclusion of the discussion, the Committee will direct Staff to prepare an ordinance for consideration or refer the item back to the Planning and Zoning Commission if there are unresolved issues.
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: RETURN OF UNUSED ESCROW

In conjunction with the Application for Technical Review, the applicant is required to make a Development Escrow deposit. These funds are used by the Village to pay for professional services related to the preliminary review (attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, etc.). If the Development Escrow has not been fully utilized at the completion of the Village Board review, the Village will return the remaining funds. If an application is withdrawn after Technical Review, the developer may request a return of the unused escrow funds in writing.