



290 EVERGREEN DRIVE
VERNON HILLS, IL 60061
www.vernonhills.org
(847) 367-3700 FAX: (847) 367-2541

APPLICATION FOR TECHNICAL REVIEW

1.	Project Name:		
2.	General Location:		
3.	Address:	Acreage	
4.	Existing Zoning:	Proposed Zoning:	
5.	Existing Use:	Proposed Use:	
6.	PIN#:		
7.	Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Specify:		

PROJECT REPRESENTATIVES

8.	Petitioner's Name:		
	Company:		
	Address:		
	Telephone:		
	E-Mail:	Fax:	

9.	Developer/Builder:		
	Address:		
	Telephone:		
	E-Mail:	Fax:	

10.	Land Planner:		
	Address:		
	Telephone:		
	E-Mail:	Fax:	

11.	Civil Engineer:		
	Address:		
	Telephone:		
	E-Mail:	Fax:	

FEE CALCULATIONS		
Technical Review Fee – first acre ¹	\$1,500	\$
Technical Review Fee - each additional acre	\$500	\$
Engineering Review (Minor projects not requiring Board approval)	\$100	\$
Development Escrow (see agreement, p. 3)		\$
	TOTAL	

The initial review 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 must provide revisions as needed, and respond to the comments in writing to the Director of Community Development. 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 the next step in the land use review process. Applications for review by the Planning & Zoning Commission must be submitted on the appropriate forms. A public hearing will not be scheduled until the conclusion of the Technical Review process.

By my signature below, I affirm that I am authorized to submit an application for Technical Review for the subject property and that I have read and understand the Development Review Process overview document and the Development Escrow Agreement requirements.

Applicant Signature

Date

Print Name

FOR OFFICE USE ONLY

Documents Submitted:

- | | | |
|---|--|--|
| <input type="checkbox"/> Location Map | <input type="checkbox"/> Existing Grading Plan | <input type="checkbox"/> Survey |
| <input type="checkbox"/> Plat of Subdivision | <input type="checkbox"/> Site Plan | <input type="checkbox"/> Engineering plans |
| <input type="checkbox"/> Elevations / floor plans | <input type="checkbox"/> Landscape Plans | <input type="checkbox"/> Cost estimate |
| <input type="checkbox"/> Other: | | |

Received By:

Date:

Fees: \$

Check #:

¹ Fees paid for Technical Review are not refundable unless approved by action of the Village Board.

DEVELOPMENT ESCROW AGREEMENT

Petitioner's Name:		
Company:		
Address:		
Telephone:		
E-Mail:	Fax:	
Owner:		
Address:		
Telephone:		
E-Mail:	Fax:	

DEVELOPMENT ESCROW: INITIAL DEPOSIT

In conjunction with the Application for Technical Review, the applicant is required to provide a Development Escrow Deposit. In the event that Technical Review is not required due to the nature of the project, the Village may require a Development Escrow Deposit at the time of the Application for Planning & Zoning Commission Review. 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. The following amount shall be required as an initial Development Escrow Deposit to be credited against fees and costs incurred for the above described services:

5 ACRES AND UNDER	5.1 TO 10 ACRES	OVER 10.1 ACRES
\$3,000	\$6,000	\$10,000

REIMBURSEMENT FOR REVIEW EXPENSES IN EXCESS OF INITIAL DEPOSIT

Any professional fees incurred as a direct or indirect result of the Petitioner, Owner or their agent requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with this section if, in the discretion of the Village, a professional opinion is desired.

The Village shall record all expenses incurred and provide notice to the Petitioner if the actual cost of review has exceeded the initial deposit. The Village will then send the Petitioner an invoice for the additional fees and costs. 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. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

FAILURE TO REIMBURSE REVIEW EXPENSES

Upon the failure of the Owner or Petitioner to reimburse the Village in accordance with this agreement, no action on any request made by the Owner or Petitioner will be undertaken by the Village Board of Trustees, or by any other official, quasi-official, or deliberative individual or body hereunder; and such request shall remain in abeyance until all outstanding fees are paid in full. Further, the Village may

deny any application for a grading, building, or other permit if such amounts have not been paid in full. Upon any failure to reimburse the Village in accordance with this section, the Village may in its discretion, elect to place a lien against any real property associated with the Petitioner's request. Interest in the amount of one and one-half percent (1.5% with a minimum of \$5.00) per month shall accrue on all sums outstanding for thirty (30) days or more. Said lien shall be in an amount equal to the outstanding amount owed to the Village.

RETURN OF UNUSED FUNDS

If the Development Escrow has not been fully utilized at the completion of the Village Board review, the Village will return the remaining funds. The Village may offer the petitioner the option of crediting the unused funds to the permit fee in lieu of receiving a refund. A Petitioner who withdraws a petition during the review process may apply in writing to the Village for a refund of the initial deposit less any actual fees and costs that the Village has already incurred relative to the petition. The Technical Review application fee is not refundable unless approved by the Board of Trustees.

ACKNOWLEDGEMENT

The Village President and Board of Trustees and Village Manager and staff members are hereby authorized to assign requests for professional services to the Village staff or to consultants, as deemed appropriate.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.

By signing below, the Petitioner and Owner acknowledge that each of them has read the foregoing paragraphs and each of them fully understands and agrees to comply with the terms set forth herein. Further, by signing below, each signatory warrants that he/she possesses full authority to sign.

The Owner and Petitioner agree that Owner and Petitioner shall be jointly and severally liable for payment of fees referred to in the application sections of the ordinance of the Village of Vernon Hills, and as referred to hereinabove.

Village of Vernon Hills, Illinois

Village Manager: _____

Attest: _____

Date: _____

Petitioner: _____

Owner: _____

Attest: _____

Date: _____

*When any professional services contemplated by this section are rendered by the Village staff, then in such case the party making the request shall reimburse the Village for its costs incurred in providing said professional services. Said reimbursement shall be at the rate of **Forty-Five Dollars (\$45.00)** per hour.*