



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

**APPLICATION FOR PLANNING & ZONING COMMISSION REVIEW**

1.	Project Name:	
2.	Proposed Use:	
3.	General Location:	
4.	Address:	PIN:
5.	Existing Zoning:	Proposed Zoning:
6.	Acreage:	Unit Sq Ft:
7.	<input type="checkbox"/> Special Use <input type="checkbox"/> Variation <input type="checkbox"/> Subdivision <input type="checkbox"/> Rezoning/Text Amendment <input type="checkbox"/> Site Plan / Appearance <input type="checkbox"/> PUD <input type="checkbox"/> Other:	

**PROJECT REPRESENTATIVES**

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

9.	Owner:	
	Address:	
	Telephone:	
	E-Mail:	Fax:

10.	Other (include role):	
	Address:	
	Telephone:	
	E-Mail:	Fax:

11.	Other (include role):	
	Address:	
	Telephone:	
	E-Mail:	Fax:

**Planning & Zoning Commission Review Fees<sup>1</sup>**

Special Use Permit / PUD amendment (if public hearing is required)	\$750	\$
Rezoning / Text Amendment Application	\$750	\$
Variation (commercial / multi-family)	\$500	\$
Variation (single-family residential)	\$100	\$
Site/Architectural/Landscape Review (no public hearing required)	\$500	\$
Modification to Approved Plans (no public hearing required)	\$250	\$
Subdivision / PUD (preliminary or preliminary & final)	\$1,000	\$
Subdivision / PUD (final, if separate)	\$500	\$
	<b>TOTAL</b>	

By my signature below, I affirm that I am authorized to submit an application for Planning Review for the subject property and that I have read and understand the information provided within this application and the Development Review Process overview document.

Applicant Signature

Date

Print Name

**FOR OFFICE USE ONLY**

**Documents Submitted (electronic submittal required):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Special Use Standards  | <input type="checkbox"/> Variation Standards | <input type="checkbox"/> Plat (existing)     |
| <input type="checkbox"/> Rezoning / text amd. standards   | <input type="checkbox"/> Legal Description   | <input type="checkbox"/> Owner authorization |
| <input type="checkbox"/> Project narrative (background, business type, hours, seating capacity, vehicles, employee count, etc.) |  |  |
| <input type="checkbox"/> Site Plan (with parking)   | <input type="checkbox"/> Landscape Plan      | <input type="checkbox"/> Elevations          |
| <input type="checkbox"/> Floor Plans  | <input type="checkbox"/> Signage Plans       | <input type="checkbox"/> Photometrics        |
| <input type="checkbox"/> Engineering Plans  | <input type="checkbox"/> Other:              |  |

**Received By:**

**Date:**

**Fees: \$**

**Check #:**

<sup>1</sup> Fees paid for PZC review are not refundable once the public hearing notice is published.

## WHAT HAPPENS NEXT? PLANNING AND ZONING COMMISSION REVIEW

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

The Community Development Department coordinates PZC meetings. Meetings are held in the Board Room at Village Hall on Wednesdays at 7:30pm. Meetings are typically scheduled 30+ days in advance due to public notice requirements. The following is a brief overview of the PZC review process:

1. **Application submitted.** The application will be reviewed by Village Staff
2. **Meeting is Scheduled.** Once application is verified to be complete, Staff will confirm a meeting date with the PZC and notify the petitioner.
3. **Public Notice.** If a public hearing is required, Staff will publish a notice in the newspaper, post a sign on the property, and send a notice letter to all property owners within 250 ft of the subject property (public road width is not included, so the actual notice distance is 250 ft plus the width of the road).
4. **PZC Meeting.** The petitioner presents the petition, then the public has an opportunity to ask questions and make comments. The PZC will then discuss the petitioner and vote on a recommendation to the Village Board to approve or deny the development permit. Most reviews are completed in one meeting, but occasionally an additional meeting is required. The PZC may suggest changes or attach conditions as deemed appropriate.
5. **PZC Report is Prepared.** 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. Due to the schedules of the two bodies, it may be several weeks before the Board reviews the recommendation.
6. **Committee of the Whole (COW).** The COW is the name for the Board of Trustees when they convene to discuss an item without taking formal action. They will review the PZC recommendation and discuss the project with the petitioner. Meetings are the first and third Tuesday of every month. At the conclusion of the discussion, the COW will direct Staff to prepare an ordinance for consideration or refer the item back to the PZC if there are unresolved issues.
7. **Vote by Village Board.** Most items reviewed by the COW are placed on the Omnibus agenda (items to be approved that do not require additional discussion).

**Important:** The process from Step 1-7 typically takes 90 days. Applicants are advised to include a 90-120 days contingency for zoning approval in contracts to purchase or lease property. Projects of large scale and complexity may require separate approval of preliminary and final plans. If this is determined to be the case, PZC and Village Board may be required for both the preliminary and final plans.

## **STANDARDS FOR PLANNING & ZONING PETITIONS**

The questions below are related to the standards in the Zoning Code for each type of zoning petition. Responses must be provided electronically. The responses will be included in the report to the Planning and Zoning Commission (PZC) and will be entered as evidence in support of the petition in the PZC report. The PZC shall not recommend approval of a petition unless it makes Findings of Fact that the evidence presented in the application and in testimony at the public hearing demonstrates that the standards have been met.

### **SPECIAL USE STANDARDS (SECTION 18.3)**

1. Explain how the proposed special use will be conducted in a manner that will not be detrimental to or endanger the public health, safety, morals or general welfare.
2. Describe the special use will be conducted in a manner that will not be injurious to the use and enjoyment of other property in the immediate vicinity, for the purposes permitted, nor substantially diminish and impair property values within the adjacent neighborhood.
3. Explain how the establishment of the special use will not impede the orderly development of surrounding property for uses permitted in the zoning district.
4. Are adequate utilities, access roads, drainage, and other necessary facilities in place to support the special use? Are they proposed in conjunction with the development?
5. Have adequate measures been proposed to provide ingress and egress in a manner that will minimize traffic congestion in the public streets?
6. Will the special use conform to the applicable regulations of the Village Code?

### **VARIATION STANDARDS (SECTION 21.5)**

A variation shall be permitted only if the evidence supports that each of the following standards have been met:

1. Explain how the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone.
2. What unique circumstances apply to the property that are not generally applicable to other properties?
3. Explain how the variation, if granted, will not alter the essential character of the locality.

### **REZONING & TEXT AMENDMENT STANDARDS (SECTION 21.7)**

1. How is the property in question not suitable for use under the permitted zoning? How does the proposed zoning affect the suitability of the property?
2. What trend in the market or surrounding development has taken place that has impacted the development potential of the property under the current zoning classification?
3. Are the existing and proposed uses of the subject property and nearby property consistent with the Village's comprehensive plan?
4. Does the parcel contain at least 200 feet of frontage or 25,000 square feet of area, or adjoin a parcel of land which bears the same zoning district classification as the proposed amendment?
5. Describe how the requested amendment is in the public interest and not solely in the interest of the applicant.