



PLANNING AND ZONING APPLICATION

OFFICIAL USE ONLY (To be completed by Village Staff)		
Date of Submission:	Hearing Date:	Case Number:
Project Address:	Project Name:	

SUBJECT PROPERTY

Address(es): _____

Zoning District(s): _____ Property Area/Acreage: _____

PIN(S) _____

ZONING REQUEST(S) (Check all that apply and explain)

Special Use(s): _____

Variation(s): _____

Zoning Map Amendment(s): _____

Zoning Text Amendment(s): _____

Other: _____

Official Use Only (To be completed by Village Staff): Administrative, P&Z Final, Village Board Final

SUMMARY OF REQUEST(S)/PROPOSAL (Use separate sheet if necessary)

Village of Villa Park
Community Development Department
11 W. Home Avenue, Villa Park, IL 60181
Phone: 630-433-4300
Email: cd@invillapark.com



APPLICANT (Primary Contact)
(All correspondence will be sent to the applicant)

Name: _____ Corporation: _____

Interest In Property: _____
(e.g. owner, buyer, developer, lessee, architect, attorney, etc...)

Address: _____

Primary Phone: _____ Email: _____

PROPERTY OWNER (s)

Check if Same as Applicant

Name: _____ Corporation: _____

Address: _____

Primary Phone: _____ Email: _____

AFFIDAVITS & SIGNATURES

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Villa Park and their agent's permission to enter on the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant: _____
Print Name Date

Signature

IF APPLICANT IS NOT PROPERTY OWNER: I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner: _____
Print Name Date

Signature

PLANNING & ZONING COMMISSION APPLICATION CHECKLIST

- 1) Complete application for specific zoning relief request(s) and Notarized Application form
- 2) Letter to Director of Community Development, Consuelo Arguilles, explaining requested action(s).
- 3) Responses to applicable standards.
- 4) Application Fee & Deposit Account
- 5) 1 copy of a document establishing ownership of subject property (i.e., deed, etc...)
 - a. If the owner is not the applicant then the "Affidavit of Ownership" form must be completed.
- 6) 1 copy of a list of the names, addresses, and PIN numbers of all persons to whom the latest general real estate tax bills were sent for all properties situated within 250' of the subject property lines. (Excluding the width of streets or other right-of-ways).
 - a. Contact the applicable Township Assessor's Office to obtain this information (York Township (630) 627-3354, Addison Township (630) 530-8161)
- 7) Stamped and addressed envelopes (size 4 ½" X 9 ½") to each person named on the above list.
- 8) Land Use Opinion Application, submitted to the Kane-DuPage County Soil & Water Conservation Dist. (545 S. Randall Rd., St. Charles, IL (630) 584-7961 Ext. 3)
- 9) 15 full sized copies (folded to approximately 10"x14" and drawn to scale) and 1 copy reduced to 11" x 17" of the following:
 - a. Plat of Survey, indicating current conditions, including building/structures and parking.
 - b. Site Plan showing buildings/structures, additions, parking, setbacks from lot lines, lot coverage, etc...
 - c. Landscape and Lighting Plans
 - d. Elevation Plans and Architectural renderings
 - e. Plats of Easement, Vacations, Resubdivisions, etc...
 - f. Engineering Plans including the following information:
 - i. Topographic Survey sufficient to determine on-site and off-site drainage calculations
 - ii. Civil site plan must show location of existing and proposed sanitary sewers, services, septic systems, water mains, services and wells
 - iii. If over one acre, submit Notice of Intent form to the IL EPA
 - iv. For large residential developments and all commercial developments the following is required:
 1. DuPage Count Stormwater Management Permit Application and fee
 2. Soil Erosion and Sediment Control Details and Record Drawings Certification forms
 3. Existing site runoff calculations, including upstream drainage to be by-passed through site
 4. Proposed site runoff storage calculations
 5. Analysis of off-site drainage
 6. Costs estimates of storm water facilities, swales & detention areas
 7. See the Villa Park Storm Water Management General Guidelines.
 - v. Traffic impact study/report, if needed, as determined by Village Engineer
- 10) If developing on Roosevelt, North, or Rt. 83, concept letter from IDOT
- 11) Recorded Plat of Subdivision, PUD or Annexation along with the corresponding approved Ordinance at the County. (It is the responsibility of the applicant to record these documents at the County; a Building Permit will not be issued until this process is completed. These will be additional costs paid to the County by the applicant. Some Plats will require the County Clerk's signature prior to recording.)

The required documentation needs to be submitted 30 days prior to the scheduled public hearing. Planning & Zoning Commission Hearings are held the second Thursday evening of every month at 7:30 p.m. in the Board Room, second floor of Village Hall, 20 S. Ardmore Ave.

Please note that all items that are submitted for the Planning & Zoning Commission process are exclusive of the Building Permit process. A separate Building Permit Application and plans will have to be submitted in order to obtain a Building Permit.

VILLAGE OF VILLA PARK

STATEMENT OF OWNERSHIP INTEREST

The undersigned hereby represents and warrants to the Village of Villa Park that none of the individuals specified in Section 3 of An Ordinance Regulating Code of Certain Elected and Appointed Officers of the Village of Villa Park (a current list of these individuals is listed below and a part of this application) has any ownership interest of five (5%) percent or more in the entity making this application or real estate which is the subject of this application/petition, nor is any of the foregoing individuals an officer, director or employee of the entity making application.

(If the foregoing representation and warranty is inaccurate, state the names of any such individuals who are officers, directors, or employees of the applicant of which have an ownership interest in the application and the nature of such interest.)

Dated: _____

Applicant(s)

Any person who executes an application knowing that statement set out above, or any part thereof, is false shall be in violation of the ordinance and subject to the penalties set out in Section 9 of Ordinance 2323, which states:

Section 9: Any violation of a provision of this ordinance shall be a Class C misdemeanor, punishable by a fine not to exceed \$400 or imprisonment in other than a penitentiary, for a term less than 30 days. Nothing contained in this ordinance shall be construed to preclude prosecution under any applicable state law.

APPLICATION FEES

The following applicable application fees will be payable at the time the application for zoning relief is submitted to the Community Development Department:

- Variation Only:
 - Residential:
 - First Variation: \$150.00
 - Each additional: \$100.00
 - All other (Multifamily, Commercial, Industrial):
 - First Variation: \$300.00
 - Each additional: \$200.00
- Rezoning to:
 - Residential: \$200.00
 - All other (Multifamily, Commercial, Industrial): \$300.00
- Rezoning with Variation: Additional fee of: \$100.00/variation requested
- Subdivision:
 - Residential: \$100.00
 - All other (Multifamily, Commercial, Industrial): \$150.00
- Subdivision with Variation: Additional fee of: \$100.00/variation requested
- Amendment; Special Use; Conditional Use; Appeal; or other request requiring Planning & Zoning Commission public hearing:
 - Residential: \$150.00
 - All other (Multifamily, Commercial, Industrial): \$300.00

DEPOSIT ACCOUNT: Any and all expenses incurred by the village on behalf of any applicant, including but not limited to photo copying, reporter fees, transcript fees, publication fees, recording fees, consultant fees, notification fees or any other out-of-pocket expenses incurred on behalf of applicant shall be the sole and exclusive responsibility of the applicant. The amounts set forth hereinafter shall be deposited with the village to cover direct expenses incurred relating to presentation of applications to the Planning & Zoning Commission. The deposited funds shall be held in a separate account by the village to be used either as security for the payment of such expenses or for the actual payment of such expenses as may be provided hereinafter.

- Residential:
 - Upon initial application: \$500.00
 - Upon each continuance: \$250.00
- Property which is or is requested to be Non-Residential:
 - Upon initial application: \$1000.00
 - Upon each continuance: \$250.00

AFFIDAVIT OF OWNERSHIP

STATE OF ILLINOIS:
COUNTY OF DUPAGE:

The undersigned, being first duly sworn, does hereby state that permission is hereby granted to _____, or his duly authorized agent, to file the necessary documentation within the Village of Villa Park and to pursue the necessary approvals for the purpose of obtaining a _____ (state zoning relief being sought) for the property and/or a portion thereof, in the Village of Villa Park, as described on Exhibit A attached hereto.

Title to the property to be considered for the above-mentioned zoning relief is held by _____

Subscribed and sworn to before me
This _____ day of _____, _____

Notary Public

Name of Owner (Printed)

Signature of Owner

Date

Exhibit A- Legal Description of Property attached

THIS PORTION OF THE FORM ONLY NEEDS TO BE COMPLETED IF THE PROPERTY IS IN TRUST

NAME OF TRUSTEE: _____
NAME OF BENEFICIARIES:

The above and foregoing is a complete disclosure of all beneficiaries and/or holders of any beneficial interest in the above named trust.

Trustee's Signature

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

_____ being duly sworn on oath deposed and states that he has read the above and foregoing (Trustee's Name Printed) disclosure of beneficiaries of a land trust by him subscribed, knows the contents thereof, and that the same are true and correct.

Subscribed and sworn to before me
This _____ day of _____, _____

Notary Public

Trustee's Signature

SPECIAL USE

Please fill out the following information, for multiple special use requests please make additional copies and submit the following for each request.

I do hereby apply for the following Special Use: _____
(Specify from list of allowable special uses listed in the Villa Park Zoning Ordinance)

- a) That the proposed use or activity is expressly authorized as a special use.

- b) The special use is necessary or desirable to provide a service or a facility that is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

- c) The special use will not be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or be injurious to property values or improvements in the vicinity.

- d) The special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

- e) The special use will be served by adequate utilities, access roads, parking, drainage and other important and necessary facilities, infrastructure and community services.

- f) The special use complies with all applicable regulations of this zoning ordinance except as expressly approved in accordance with the procedures of this zoning ordinance.

If Daycare Home Use, the type of Daycare Home Use requested:
Day: _____ Night: _____ Day/Night: _____

Provide separate list of children listing name and age under the age 16 that are permanent residents of the above address. Include Name:

I/We _____ give permission to the Village of Villa Park to perform all inspections as stated in Ordinance #1195 and #1893.

Note: Section 6-13. No application for a special use shall be accepted until a period of one (1) year has elapsed from the date that a final decision is rendered by the Planning & Zoning Commission or Village Board of Trustees relating to the property for which the application is being submitted for such special use.

VARIATION

Please fill out the following information, for multiple variation requests please make additional copies and submit the following for each request. The Petitioner must list below FACTS and REASONS substantially supporting the following conclusions or the petition for variance cannot be granted. "Yes" and "no" answers or Petitioner's opinions will not be accepted.

For a Variation from Article _____ Section _____ of Zoning Ordinance to wit:

1. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:

2. A reasonable return or use of your property is not possible under the existing regulations, because:

3. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:

4. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:

Notice: Section 6-13. No application for a variation shall be accepted until a period of one (1) year has elapsed from the date that a final decision rendered by the Board of Trustees relating to the property for which the application being submitted for such variation.



Land Use Opinion Report (LUO) Application

Petitioner: _____
 Contact Person: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Owner: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____

Please select: How would you like to receive a copy of the LUO Report? Email: Mail:

Site Location

Address: _____
 City, State, Zip: _____
 Twp ____ N Range ____ E Section ____
 Parcel Index Number _____

Type of Request

- Change in Zoning from _____ to _____
- Subdivision or Planned Unit Development PUD
- Variance (describe fully on separate paper)
- Special Use Permit (describe on separate paper)

Site Information

Project or Subdivision Name: _____ Hearing Date: _____
 Total Acres: _____ Area of Disturbance: _____
 Current Use of Site: _____ Proposed Use: _____

Proposed Improvements (Check all that apply)

- Dwellings with Basements
- Dwellings without Basements
- Parking Lots
- Roads and Streets
- Commercial Buildings
- Utility Structures
- Common Open Space
- Other: _____

Stormwater Treatment

- Drainage Ditches or Swales
- Storm Sewers
- Dry Detention Basins
- Wet Detention Basins
- No Detention Facilities Proposed
- Other: _____

Water Supply

- Individual Wells
- Community Water

Wastewater Treatment

- Septic System
- Sewers
- Other: _____

Required: Include One Copy of Each of the Following (Processing will not begin until all items are received)
MAIL TO: 2315 DEAN ST, SUITE 100, ST. CHARLES, IL 60175

Application (completed and signed)
 Fee (according to fee schedule on back)

Make Checks payable to Kane-DuPage Soil and Water Conservation District

Plat of Survey showing legal description, legal measurements.

Site Plan/Drawings showing lots, storm water detention areas, open areas, streets etc.

Project Narrative with additional details on the proposed use, including total area of ground disturbance

Location Map (if not on maps above) include distances from major roadways or tax parcel numbers

If Available – Not Required

Any applicable surveys including wetland delineation, detailed soil survey, topographic survey etc.

I (we) understand the filling of this application allows the authorized representative of the Kane-DuPage Soil and Water Conservation District to visit and conduct an evaluation of the site.

Petitioner or Authorized Agent _____ **Date:** _____

FOR OFFICE USE ONLY

LUO# _____ Natural Resource Review Letter _____ Date Initially rec's _____ Date all rec'd _____

Date Due _____ Fee Due \$ _____ Refund Due _____ Check # _____

The opinion will be issued on a nondiscriminatory basis without regard to race, color, religion, sex, age, marital status, handicap, or national origin.

Land Use Opinion Report (LUO) Fees



FEE AMOUNTS FOR TOTAL ACRES OF PARCEL: Effective July 1, 2020

¼ acre or less = \$100.00

¼ acre-5 acres or fraction thereof = \$475.00

6 acres or fraction thereof = \$500.00

Add \$20.00 for each additional acre or fraction thereof over 6

Please contact KDSWCD for non-contiguous parcels.

Make Checks payable to: Kane DuPage Soil and Water Conservation District

Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee	Acres	Fee
1	475	21	800	41	1200	61	1600	81	2000	101	2400	121	2800	141	3200	161	3600	181	4000
2	475	22	820	42	1220	62	1620	82	2020	102	2420	122	2820	142	3220	162	3620	182	4020
3	475	23	840	43	1240	63	1640	83	2040	103	2440	123	2840	143	3240	163	3640	183	4040
4	475	24	860	44	1260	64	1660	84	2060	104	2460	124	2860	144	3260	164	3660	184	4060
5	475	25	880	45	1280	65	1680	85	2080	105	2480	125	2880	145	3280	165	3680	185	4080
6	500	26	900	46	1300	66	1700	86	2100	106	2500	126	2900	146	3300	166	3700	186	4100
7	520	27	920	47	1320	67	1720	87	2120	107	2520	127	2920	147	3320	167	3720	187	4120
8	540	28	940	48	1340	68	1740	88	2140	108	2540	128	2940	148	3340	168	3740	188	4140
9	560	29	960	49	1360	69	1760	89	2160	109	2560	129	2960	149	3360	169	3760	189	4160
10	580	30	980	50	1380	70	1780	90	2180	110	2580	130	2980	150	3380	170	3780	190	4180
11	600	31	1000	51	1400	71	1800	91	2200	111	2600	131	3000	151	3400	171	3800	191	4200
12	620	32	1020	52	1420	72	1820	92	2220	112	2620	132	3020	152	3420	172	3820	192	4220
13	640	33	1040	53	1440	73	1840	93	2240	113	2640	133	3040	153	3440	173	3840	193	4240
14	660	34	1060	54	1460	74	1860	94	2260	114	2660	134	3060	154	3460	174	3860	194	4260
15	680	35	1080	55	1480	75	1880	95	2280	115	2680	135	3080	155	3480	175	3880	195	4280
16	700	36	1100	56	1500	76	1900	96	2300	116	2700	136	3100	156	3500	176	3900	196	4300
17	720	37	1120	57	1520	77	1920	97	2320	117	2720	137	3120	157	3520	177	3920	197	4320
18	740	38	1140	58	1540	78	1940	98	2340	118	2740	138	3140	158	3540	178	3940	198	4340
19	760	39	1160	59	1560	79	1960	99	2360	119	2760	139	3160	159	3560	179	3960	199	4360
20	780	40	1180	60	1580	80	1980	100	2380	120	2780	140	3180	160	3580	180	3980	200	4380

For the convenience of those who must comply with the provisions of the Illinois Soil and Water Conservation District Act, Section 2202a (Illinois Compiled Statutes, Chapter 70, Paragraph 405, Section 22.02a), enacted December 3, 1971, effective July 1, 1972, we quote this section:

“The Soil and Water Conservation District shall make all-natural resource information available to the appropriate county agency or municipality in the promulgation of zoning ordinance or variances. Any person who petitions any municipality or county agency in the district for variation, amendment, or other relief from that municipality’s or county’s zoning ordinance or who proposes to subdivide vacant or agricultural lands therein shall furnish a copy of such petition or proposal to the Soil and Water Conservation District. The Soil and Water Conservation District shall be given not more than 30 days from the time of receipt of the petition or proposal to issue its written opinion concerning the petition or proposal and submit the same to the appropriate county agency or municipality for further action.”

***Fees may be adjusted based on size of disturbance and adjacent natural resources which may be impacted.**

GENERAL PATH OF THE PETITION

Pre-Application Meeting: Pre-Application Meeting with representatives from the Community Development Department and other departments as needed, such as Public Works Department and Fire Department, as an informal meeting to discuss the proposal and any requirements.

Application Procedure: The applicant shall prepare and submit to the Director of Community Development, all information required, including but not limited to completed application(s), all materials identified in the checklist, and all applicable fees.

Meeting Dates & Application Deadlines: All materials shall be completed in full and approved as to form by the Director of Community Development at least 4 weeks in advance of the scheduled public hearing. The Planning & Zoning Commission meets regularly on the second Thursday evening of each month at 7:30 p.m. in the Board Room, second floor of Village Hall, 20 South Ardmore Avenue. At the call of the chairperson and at such other times as such commission or the corporate authorities may determine, other meetings may be held. See current meeting dates and application deadlines schedule.

Public Notice Procedures: Between 15 to 30 days prior to the public hearing, notice is published in a local newspaper and all adjacent property owners within 250' exclusive of right-of-way are mailed notice of the upcoming public hearing. In addition, the Village will place Notice of Public Hearing sign(s) on the subject property.

Public Hearing Process: a public hearing shall be convened on a date established by the published notice. You are required to attend this public hearing to present the evidence and testimony and to answer any questions from the public and the commission. Applicants are encouraged to make extensive use of exhibits to illustrate their application.

Public Hearing Procedure: Typical process is outlined below. Please note that no further testimony on this matter can be considered after the close of the public hearing.

- a. Staff Input
- b. Presentation of Petitioner
- c. Public Participation and Questions
- d. Questions from the Commission
- e. Closing Comments of Petitioner
- f. Close Public Hearing
- g. Discussion by Commission Members
- h. Motion

In cases where the Zoning and Planning Commission finds that the anticipated increased activity in the Village due to the proposed development requires the provision of additional public service, facilities or the like, the Planning & Zoning Commission may require a dedication or reservation of land, monetary payments or the construction of improvements, as a legal condition of approval for subdivision or development. Such developer contributions shall not be required unless the anticipated increased activity necessitating the contribution is specifically and uniquely attributable to activities of the developer which generates costs, which would otherwise be cast upon the public.

Readings of the Ordinance: There is a typically a First and Second Reading of the Ordinance before the Village Board, which takes place at separate meetings. If applicant submits a letter requesting that the first and final reading be combined and the Director of Community Development feels that it is appropriate, the first and final reading may be combined into one meeting.

Building Permits: For any construction, a building permit will be required. Don't forget to apply for permits prior to beginning any work.