



VILLAGE OF ROUND LAKE BEACH ECONOMIC DEVELOPMENT DEPARTMENT

TEL: (847) 546 - 2351 ♦ FAX: (847) 210 - 7229

GENERAL APPLICATION FORM

check the appropriate type of application below

- | | |
|---|--|
| <input type="checkbox"/> ANNEXATION | <input type="checkbox"/> SUBDIVISION PLAT APPROVAL |
| <input type="checkbox"/> PLANNED UNIT DEVELOPMENT (PUD) | <input type="checkbox"/> PLAT OF CONSOLIDATION |
| <input type="checkbox"/> REZONING | <input type="checkbox"/> VARIANCE(S) |
| <input type="checkbox"/> SPECIAL USE PERMIT (SUP) | <input type="checkbox"/> ZONING MAP/TEXT AMENDMENT |

A. PETITIONER INFORMATION

Name: _____

Address: _____

Telephone: _____

Status: OWNER CONTRACT PURCHASER LESSEE OTHER (specify)

OTHER LEGAL AND BENEFICIAL OWNER(S)

Name: _____

Address: _____

Telephone: _____

PRINCIPAL CONSULTANT (ATTY / ENG'R)

Name: _____

Address: _____

Telephone: _____

B. PROJECT INFORMATION (Please write *NA* in all spaces that do not apply)

Property Location: _____

P.I.N.: _____ Lot Size: _____ Acres

Existing Zoning: Project Property _____; North _____; East _____; South _____; West _____

In 100 year floodplain: YES NO

PROPOSED HEIGHT / SETBACKS

Height: _____ feet; Front: _____ feet; Rear: _____ feet; Sides: _____ feet & _____ feet.

PROPOSED INGRESS / EGRESS

Width: (Res. Lots): _____ feet; Width: (Com. Lots < 200' frontage): _____ feet; (Com. Lots ≥ 200' frontage): _____ feet.

PROPOSED PARKING / LOADING

Parking Spaces (including handicap spaces): _____ ; Loading Docks (Ind. Uses only): _____ ; Stacking spaces (drive-ups only): _____

PROPOSED LANDSCAPING / SCREENING

Perimeter Landscaping (width in front yard): _____ feet (for commercial / industrial uses only)

Screening Height (commercial / industrial uses only): _____ feet (between lot lines and parking area)
(industrial uses): _____ feet

PROPOSED SIGNS

Type: PYLON WALL BILLBOARD; Gross Area: _____ square feet; Letter Size: _____ inches

PROPOSED OUTDOOR STORAGE

- Not Applicable
- Enclosed by fence/wall/plantings (see §602.9)

PROPOSED REFUSE STORAGE ENCLOSURES (for commercial & industrial uses only)

Height: _____ inches; Bottom of gate: _____ inches above base; Self-closing: YES NO; Self-latching YES NO

REPEAT APPLICATION

YES NO *If yes, attach a statement justifying reconsideration.*

PETITIONER ACKNOWLEDGMENTS

By execution of this application in the space provided below, the petitioner and owner of the project property do hereby certify, agree, and affirm that

- ❖ Elected and appointed Village officers and employees have the right, and are hereby granted permission and license to enter upon the project property, and into any structures located thereon, at reasonable times for the purpose of conducting any inspections that may be necessary and pertinent to this application.
- ❖ I (We) have carefully read this application, the Round Lake Beach Zoning Ordinance, Comprehensive Plan, and Subdivision Ordinance and fully understand the terms and provisions of each.
- ❖ I have researched the information contained in this application and it is true and complete to the best of my knowledge and belief.
- ❖ I (We) waive any rights to exemption from disclosure under the Freedom of Information Act of any and all documents and information submitted in connection with this application.
- ❖ I (We) agree to pay all fees and costs associated with the processing of this application.

Applicant

Date

Owner

Date

Petitioners must attach all required affidavits, exhibits and other materials pertinent to this application listed in the guidelines (pages 3 – 6).

GUIDELINES

A. MEETINGS

PLANNING & ZONING COMMISSION (P&ZC) The P&ZC is a “hearing” body, not a legislative body; it conducts public hearings pursuant to State laws and Round Lake Beach ordinances and makes its *findings of fact* and recommendations to the Village Board of Trustees.

Regular **Planning & Zoning Commission Meetings** are scheduled for 7:00 p.m. on the **second (2nd) Thursday of every month** (other dates may be scheduled as dictated by workload). The petitioner or his/her agent must be present at the meeting of the Commission to which the petition is addressed in order to answer questions of the commissioners and the public. Commission meetings are held in the Council Chambers, 1937 Municipal Way.

Board of Trustees (Board) Traditionally, final action is taken on the petition by the Board at its regular meeting on the 4th Monday. This allows time to prepare the appropriate ordinance(s) and send it (them) to the Trustees for review prior to the meeting.

B. PLANNING AND ZONING COMMISSION

1. The P&ZC holds public hearings on variations authorized by the Zoning Ordinance as follows:
 - a. To permit any yard or setback less than a yard (3') required by the applicable regulations;
 - b. To permit the use of a lot or lots for a use otherwise prohibited solely because of the insufficient area and/or width of the lot or lots, but in no event shall the respective area and/or width of the lot or lots be less than eighty percent (80%) of the required area and width;
 - c. To permit the same off-street parking facility to qualify as required facilities for two (2) or more uses, provided that substantial use of such facility by each user does not take place at approximately the same hours of the same days of the week;
 - d. To reduce the applicable off-street parking or loading facilities required by not more than one (1) parking space or loading space or five percent (5%) of the required facilities, whichever is greater;
 - e. To increase by not more than five percent (5%) the maximum distance that required parking spaces are permitted to be located from the use served;
 - f. To permit the extension of a district zone to include less intensely zoned land where the boundary lines of such district divides a lot or tract held in simple ownership at the time of the passage of this ordinance; provided, however, that the less intensely zoned tract of land contains less than eight thousand (8,000) square feet in area;
 - g. To permit the reconstruction of a building which is solely as to bulk and which has been damaged or destroyed by fire, explosion, act of God, or public enemy, to the extent of more than seventy-five percent (75%) of the cost of the restoration of the entire building new, where the Board finds some compelling necessity requiring a continuance of the non-conforming use and the primary purpose of continuing the non-conforming use is not to continue a monopoly.

Variation (s) are valid for a period not to exceed six (6) months unless the building permit is obtained within such period and the erection, alteration, or use is commenced within that period.

C. COSTS

1. The fee for variances (except for accessory structures) is \$400.00; the fee for variations for accessory structures is \$200.00.
2. The fee for annexations, special use permits, subdivision plat approvals, rezonings, zoning map/text amendments, and for combined appeals is \$500.00; the fee for planned units developments is \$1,000.00.
3. A Reimbursement of Fees agreement may be required based on the nature and scope of the project. An agreement outlining the specific details of the agreement will be made available to all petitioners required to reimburse the Village of Round Lake Beach for consultant review of proposed developments.

D. SUBMITTAL REQUIREMENTS

- ___ A completed Village application (pages 1 & 2 of this handout).
- ___ A letter describing the need for the action requested in the application.
- ___ The legal description of the property with PIN (*property index number*).
- ___ A Plat of Survey, certified by a registered land surveyor, showing existing lot lines and dimensions.
- ___ A site plan showing the proposed building, building setbacks, lot coverage, parking layout, side-walks, easements, water and sewer lines, proposed grading and landscaping.
- ___ Location, size, and arrangement of all outdoor signs, and lighting, if applicable.
- ___ Location and height of fences or screen plantings, if applicable.
- ___ An ***Affidavit of Mailing*** (see **Note** below) regarding the notification of public hearing (see *form* below) to all property owners within **250 lineal feet** and posting the public notice at the property. Also, attach the certified return receipts dated at least fifteen days prior to the meeting.
- ___ **Twenty-five 11"x 17" copies** (reduced) of all maps and drawings.
- ___ A check, payable to the *Village of Round Lake Beach*, in the appropriate amount.
- ___ A signed Reimbursement of Fees agreement with an accompanying check, payable to the *Village of Round Lake Beach*, in the appropriate amount.

Note: THE COMPLETED AFFIDAVIT OF MAILING AND ALL RETURN RECEIPTS MUST BE PROVIDED TO THE ECONOMIC DEVELOPMENT DEPARTMENT **NOT LESS THAN 5 DAYS BEFORE** THE SCHEDULED PUBLIC HEARING OR THE HEARING MAY BE TABLED TO THE NEXT MONTH.

E. NOTICE OF PUBLIC HEARING (LETTERS)

The letters of notification (sample follows) must be mailed at least fifteen days prior to the public hearing.

Petitioner: _____
Address: _____
Telephone: _____

A petition has been filed with Village of Round Lake Beach for a _____
Variance, Special Use Permit, Rezoning, etc.

for the proposed _____ located at
Improvement/Development

Street Address

Comments from the public will be heard at the following public hearing:

Date: _____
Time: 7:00 p.m.
Place: Village Hall, 1937 Municipal Way, Round Lake Beach, IL 60073.

Signature

Date

F. NOTICE OF PUBLIC HEARING (SIGN)

A sign, advertising the public hearing (sample follows) must be posted on the property at least fifteen (15) days prior to the public hearing. The sign shall be not less than 3' X 4'.

NOTICE OF PUBLIC HEARING

DATE: _____
TIME: 7:00 P.M.
PLACE: VILLAGE HALL CHAMBERS
1937 Municipal Way
Round Lake Beach, IL
PURPOSE: To consider the request for _____

G. AFFIDAVIT OF MAILING AND SIGN POSTING (SAMPLE)

I, _____, certify that I personally mailed, via certified mail, notification of the public
Print or type name
Hearing scheduled for _____ (a true copy of which is attached) to all property
Date of public hearing
owners within two hundred fifty (250) lineal feet in all directions from the property lines of

Print or type address

Attached are the certified return receipts and a list of the addresses to which the letter was directed.

I also certify that I personally ordered and caused the sign of *Notice of Public Hearing* to be placed on
the property on _____ .
(date)

Signature

Sworn before me this

_____ day of _____, 200_ .

Notary Public
My Commission expires on _____, 200_.