



One Olde Half Day Road
Lincolnshire, IL 60069
847.883.8600
www.lincolnshireil.gov



PLANNING & ZONING APPLICATION

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Application Number: _____

PROPERTY ADDRESS: _____

PIN #(s): _____

APPLICANT NAME: _____

APPLICATION REQUEST(S) Please check all that apply

- Amendment**
 - Text*
 - Annexation Agreement
 - Other
- Appeal of Administrative Decision**
- Annexation***
- Rezoning***
- Architectural Review Board (ARB)***
 - New Structure/Development
 - Modification to Structure/Development
 - New Signage
 - Modification to Signage
- Subdivision***
- Variance***
- Special Use***
 - New Special Use/PUD
 - Major Amendment to Special Use/PUD
 - Minor Amendment to Special Use/PUD

* Refer to the applicable **Information Packet** for additional information and required materials.

DESCRIPTION OF REQUEST(S):

Attach additional pages if necessary

REQUIRED MATERIALS

The materials identified below must be included with the Application, *incomplete submittals will not be accepted*. Prior to submitting an Application Packet, a pre-application meeting with the Planning Staff is recommended.

- Letter of Request:** The Applicant must provide a letter to the attention of the Mayor and Village Board of Trustees, with this application, which describes the request(s) and outlines the reason(s) for the request(s).
- Legal Description:** The legal description of all subject properties must be submitted in (1) an accurate and legible 8½" x 11" paper format, and (2) an electronic duplicate in Microsoft Word format.
- Plat of Survey:** An accurate Plat of Survey prepared by a registered land surveyor or professional engineer. The Plat of Survey must include all information required by the Illinois Survey Manual.
- Application Fee(s):** See page 4 of this Application.
- Cash Advance Account Deposit:** See page 4 of this Application
- Accompanying Documents Identified in Information Packet (if necessary)**

APPLICANT/OWNER ACKNOWLEDGEMENTS

The Applicant(s) and Owner(s) do hereby certify, acknowledge, and affirm that:

1. I (We) have carefully and fully read this application, and all of the statements contained in this Application Packet are true.
2. I (We) fully understand and agree to comply with the terms and provisions outlined in this application and the Lincolnshire Village Code.
3. I (We) agree to pay all applicable filing fees and assume responsibility for the payment of all reimbursable expenses associated with the processing of this application and request(s).

Signature of Applicant

Signature of Property Owner

Date

Date

Development Review Fee Schedule

In order for an application to be placed on a meeting agenda, cash or check payment in the amount equal to the total application fees plus the required Cash Advance Account for each request must accompany the application.

The Cash Advance Account System is to provide immediate funds for payment of actual expenses incurred by the Village as a result of processing the application. The Cash Advance Account is established based on the estimated costs for services to be rendered. If the actual costs for the services exceed the amount of the initial deposit, the applicant will be required to replenish the account upon request. Any funds remaining in the account at the completion of the project will be refunded to the applicant.

All checks made payable to "Village of Lincolnshire"

| Request | Application Fee | Cash Advance Account Deposit |
|--|--|-------------------------------------|
| Amendment | \$500.00 | \$1,000.00 |
| Annexation | \$500.00 per acre | \$1,000.00 |
| Appeals to Administrative Decision | \$100.00 | |
| Architectural Review Board | | |
| Minor Improvement(s) | \$250.00 | \$250.00 |
| Major Improvement(s) | \$500.00 per structure | \$500.00 |
| Planned Unit Development | \$2,000.00 | \$4,000.00 |
| Pre-Annexation Agreement | \$500.00 | |
| Development Review Team | | |
| Single-Family Residential Lot of Record | \$150.00 | |
| Non-Residential Property | \$50.00 per acre (Minimum Charge: \$150.00) (Maximum Charge: \$2,500.00) | |
| Special Use | | |
| Single-Family Residential Lot of Record | \$500.00 | \$500.00 |
| All Other Requests | \$500.00 | \$1,000.00 |
| Subdivision* | \$1,000.00 | \$3,000.00 |
| *Additional Acreage Impact and Donation Fees may be required, please refer to the Subdivision Supplemental Information Packet. | | |
| Variance | | |
| Single-Family Residential Lot of Record | \$250.00 | \$250.00 |
| All Other Requests | \$250.00 | \$500.00 |

Beneficiary Disclosure Form (Land Trusts)

For any property held in a land trust, all beneficiaries of the trust must be identified by name, address, and interest in the subject property. In addition, the application must be verified by the trustee or beneficiaries. In the event the beneficiary of land trust is a corporation, the corporation shareholders must be identified.

Beneficiaries of Land Trust #: _____

Name of Beneficiary: _____ Interest in Property: _____
Address: _____ Telephone: () _____
_____ Fax: () _____

Name of Beneficiary: _____ Interest in Property: _____
Address: _____ Telephone: () _____
_____ Fax: () _____

Name of Beneficiary: _____ Interest in Property: _____
Address: _____ Telephone: () _____
_____ Fax: () _____

Trustees:

Name: _____
Address: _____ Telephone: () _____
_____ Fax: () _____

Name: _____
Address: _____ Telephone: () _____
_____ Fax: () _____

Beneficiary Signature: _____ Trustee Signature: _____
Beneficiary Signature: _____ Trustee Signature: _____
Beneficiary Signature: _____ Trustee Signature: _____

SUBSCRIBED AND SWORN TO ME before this
_____ day of _____ 20 _____

SUBSCRIBED AND SWORN TO ME before this
_____ day of _____ 20 _____

Notary Public

Notary Public

Public Notification for Public Hearings

Applications for Amendment, Rezoning, Variance, and Special Use requests must provide public notification of the public hearing. The Applicant must obtain a list of all owners of record for all lots within 250 feet of the subject parcel for which the Application is being sought. Information on all persons to whom the current real estate tax bills are sent, mailing address, property address, and Permanent Index Number (PIN) for all properties within 250 feet of the subject parcel(s) is available at the **Vernon Township Assessor's Office, 3050 Main Street, Buffalo Grove, Illinois, (847) 634-4602.**

The Planning Staff will provide the Applicant with an electronic copy of the public hearing language for use in mailing. The Applicant will be required to send such notices by certified or registered mail, with return receipt requested, no more than thirty (30) calendar days nor less than fifteen (15) calendar days in advance of the Public Hearing. Upon completion of the public notification mailings, a sworn affidavit (see Notification of Public Hearing Affidavit below) verifying mailing shall be filed with the Department of Community Development no less than four (4) business days in advance of the Public Hearing.

Notification of Public Hearing Affidavit

I, _____, hereby certify under penalty of perjury as follows:

1. That on the ____ day of _____, 20____, such day being not less than ____ days before the hearing so described, affiant caused to be mailed, through certified or registered mail, return receipt requested, in the Post Office of _____, copies of the attached Notice of Public Hearing to the owners, as recorded in the office of the recorder of deeds or the registrar of titles of the county in which the property is located and as appears from the authentic tax records of such county, of all property within 250 feet in each direction of the location for which the application has been filed, excluding public rights of way of the subject site, located at _____, and to the owners, or representatives, of property listed as exempt.

2. That the parties to whom said notice was mailed are set forth on the attached list.

[Please attach list to this Affidavit]

Signature

Subscribed and sworn to before me

this _____ day of _____, 20_____.

Notary Public