



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE



Village of Glendale Heights

Annexation / Planning and Zoning Commission Application Packet

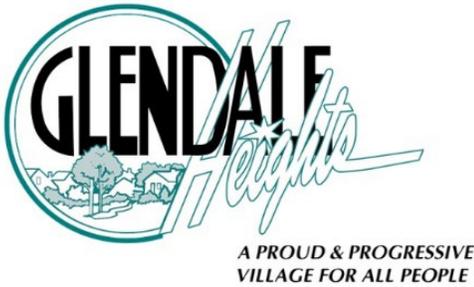
Department of Community Development

300 Civic Center Plaza

Glendale Heights, Illinois 60139

630-260-6030

www.glendaleheights.org



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ANNEXATION & PLANNING AND ZONING COMMISSION SUBMISSION PACKET

	SUBMITTAL DOCUMENTS	PAGE
<input type="checkbox"/>	Application Form	2
<input type="checkbox"/>	Ownership Affidavit	3
<input type="checkbox"/>	Narrative Statement(s); <i>provide a separate statement for each request</i>	4
<input type="checkbox"/>	Site Visit Authorization Form	5
<input type="checkbox"/>	Required Supplemental Documents	6
<input type="checkbox"/>	Fees and Deposits	7

	ADDITIONAL INFORMATION AND ATTACHMENTS	PAGE
	Public Hearing Notice Requirements	8
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	Notification Affidavit For Public Hearing Mailing	10
	Petition for Annexation	11

PROCESS

1. Prior to submittal of this packet, please contact the Community Development Department at 630-260-6030. A **pre-application** meeting to discuss the proposal and process is recommended. Packets will not be processed until all submittal requirements are met.
2. Submit a **completed application** packet (see "submittal documents" above).
3. The completed application will be forwarded to staff for **review and comment**. Comments will be provided to the applicant, which may require revisions before the scheduling of any Planning and Zoning Commission, or Village Board meetings.
4. If required, staff will work with the applicant to **schedule a Public Hearing**. If a Public Hearing is required, it is the applicant's responsibility to mail the public hearing notice and have the public hearing sign placed on the property. Failure to do so in a timely manner, as required by law, will result in delays to the project (see page 5).
5. The Planning and Zoning Commission will make a **recommendation** to approve or deny your project to the Village Board approval. The Village Board will then typically consider your application over the course of three meetings (Committee of the Whole, First Reading, and then Final Action).

Applications that require a Public Hearing typically require 3 months for approval. Failure to submit required documents in a timely manner will cause delays.



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OWNERSHIP AFFIDAVIT

I, _____, under oath, state that I am

_____ the sole)
_____ an) owner of the property
_____ an authorize officer of the)

commonly described as _____

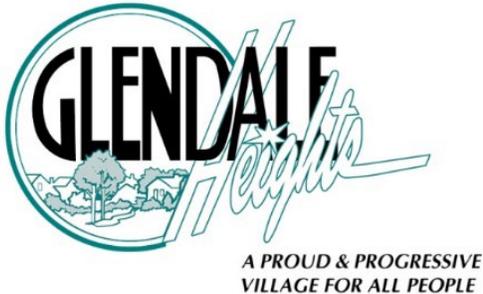
_____ and that
such property is owned by _____ as of this date.

Owner's Signature Date

Printed Name Date

SUBSCRIBED and SWORN to be before me
This _____ day of _____, 20_____.

NOTARY PUBLIC



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NARRATIVE STATEMENT

In order for village staff, commission members, and Village Board members to thoroughly review your request, please provide a narrative statement that addresses the following items (*if applicable*):

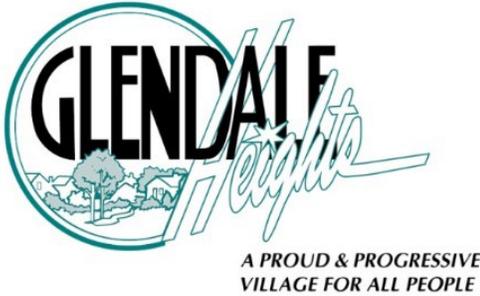
1. The proposed use(s) of the property
2. The existing use(s) of the property
3. A description of any proposed construction, alteration, or improvements to the property
4. The compatibility of the proposal with, or any impact the proposal would have, on the surrounding environment and neighborhood
5. The impact the proposal would have on traffic and parking circulation
6. The impact the proposal would have on municipal services such as police and fire protection, and utilities
7. Any other important consideration (as requested by staff at a pre-application meeting and/or after the submittal of the application)

If your project requires multiple requests (for example, a Conditional Use and a Variance) please provide a separate narrative statement for each request.

This narrative statement will be used to review the proposal to ensure it meets the required approval criteria(s) for your application request(s). For specific information on approval criteria(s) and requirements please consult the following sections of Village of Glendale Heights Village Code:

- Annexation: Title 1, Chapter 14
- Conditional Use: Title 11, Chapter 3, Article C
- Planned Unit Development: Title 11, Chapter 13
- Rezoning and Text Amendment: Title 11, Chapter 3, Article B
- Subdivision: Title 12, Chapter 3
- Variance: Title 11, Chapter 3, Article A

The Village Code can be found online at: http://www.glendaleheights.org/GenInfo/Village_Code.html



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SITE VISIT AUTHORIZATION

I hereby grant employees of the Village of Glendale Heights, Illinois, their agents, and members of the Glendale Heights Planning and Zoning Commission and Village Board of Trustees, permission to enter on the property located at the following: _____.

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to the Village of Glendale Heights petition for the above cited property.

Owner's Signature

Date

Printed Name

Date

Petitioner's Signature

Date

Printed Name

Date



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REQUIRED SUPPORTING DOCUMENTS

In addition, submit an electronic copy of each document as part of the application. Full size plans must be drawn to scale. Submittal requirements may vary. Please verify with Community Development staff prior to submittal. Additional information (including, but not limited to a traffic study from a certified traffic engineer) may be required in order to properly review the proposal.

	ANNEXATION	CONDITIONAL USE	PLANNED UNIT DEVELOPMENT	REZONING	SUBDIVISION	TEXT AMENDMENT	VARIANCE
Annexation Agreement	1						
Annexation Documents (Contact Village staff for these documents)	1						
Annexation Plat	6 full size, 1 reduced						
Architectural Plans	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced		6 full size, 1 reduced	6 full size, 1 reduced
Catalog Cut Sheets (light fixtures, etc.)							
Color Renderings			1 Concept Drawings		1 Concept Drawings		
Disclosure of Interest (see page 7 for more information)	1	1	1	1	1	1	1
Engineer's Estimate of Cost			1		1		
Evidence of Ownership or Interest in Subject Property	1	1	1	1	1	1	1
Floor Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced			
Landscape Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced			
List of Building Materials and Colors							
Material Samples							
Photographs (Existing Structure and Surrounding Properties)							1
Plat of Survey (with Legal Description)	1	1	1	1	1		1
Planned Unit Development Plat			6 full size, 1 reduced				
Site Plan	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced	6 full size, 1 reduced		6 full size, 1 reduced	6 full size, 1 reduced
Subdivision Plat					6 full size,		



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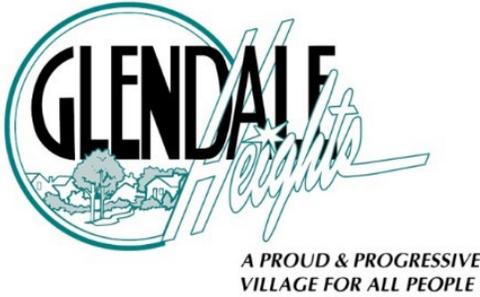
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REQUIRED APPLICATION FEES AND DEPOSITS

Annexation	Fee
Pre-Annexation Agreement	\$1,500.00
One- & Two-Family Dwelling	\$1,500.00 + \$250.00 / acre
Other	\$2,500.00 + \$250.00 / acre
Conditional Use	
PUD	\$2,500.00 + \$250.0 / acre
Non-PUD Base Fee	\$500.00
Drive-Through	\$1,500.00
Entertainment Permit	
Annual	\$300.00
Single	\$150.00
Land Planning and Development	
Subdivision-Preliminary	\$2,500.00 + \$250.00 / lot
Subdivision-Final	\$2,500.00 + \$250.00 / lot
Consolidation	\$750.00
Miscellaneous	
Rezoning	\$1,100.00
Text Amendment	\$750.00
Variance-One- and Two-Family Dwelling	\$250.00
Variance: Other	\$750.00
Concept Plan Review	\$500.00
Zoning Certification/Verification	\$150.00

Applications will not be considered to be complete until all required fees and deposits are provided.

THESE FEES ARE FOR PLANNING AND ZONING COMMISSION APPLICATIONS ONLY. OTHER FEES (SUCH AS BUILDING PERMIT FEES, ETC.) MAY BE REQUIRED FOR YOUR PROJECT.



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PUBLIC HEARING NOTICE REQUIREMENTS

After the Director of Community Development has determined that a complete and accurate application has been filed a date for the Public Hearing will be scheduled. All applications must be received a minimum of 30 days prior to the date of the hearing.

Sign Display

The applicant shall post a sign in the front yard of the affected property, facing a public street and no further than thirty (30) feet therefrom. The sign shall plainly state the type of zoning action requested and the scheduled date, time, and location of the public hearing thereupon. The Village will provide the suggested wording for this sign.

The sign shall have length and width dimensions of at least four (4') and eight (8') feet. The sign shall be erected no less than fifteen (15) days prior to the date of the scheduled public hearing and remain continuously in place until the public hearing is concluded but no more than ten (10) days thereafter.

Written Notification

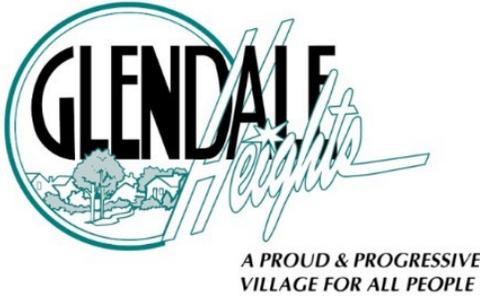
The Applicant shall, not more than thirty (30) days nor less than fifteen (15) days before the hearing, send written notice by certified mail, return receipt requested to the owners of record of each parcel of real estate within two hundred fifty feet (250'), excluding all public rights of way, in all directions from the boundaries of the property affected by the application. The notice shall contain:

- the name and address of the applicant
- the street address and legal description of the property affected by the application
- the type of zoning action requested
- the date, time, and location of the public hearing thereupon

The Village will provide the suggested wording for this notice. A *signed and notarized affidavit of mailing* (see page 7) must be submitted to the Village together with the return receipts.

Newspaper Publication

The Village shall publish a notice of the public hearing in the newspaper of general circulation in the Village at least fifteen (15) days but no more than thirty (30) days before the scheduled date of the hearing.



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DISCLOSURE OF INTEREST

The party signing the application shall be considered the applicant.

An applicant must be the fee owner, trustee, beneficiary, contract purchaser, lessee, or option holder of the affected property or his or her agent or nominee.

- a. If the applicant is not the fee owner of the affected property, the application shall disclose the full names, addresses, and telephone numbers of all owners.

In addition, an affidavit of the fee owner or owners shall be filed with the application stating that the applicant has authority to make the application.

- b. Applicant or Fee Owner Is Corporation

If either the applicant or the fee owner is a corporation, the application shall disclose the names and addresses of the corporation's officers, directors, registered agents, and those shareholders owning in excess of five percent of the outstanding stock or interest in the corporation.

- c. Applicant is Trustee

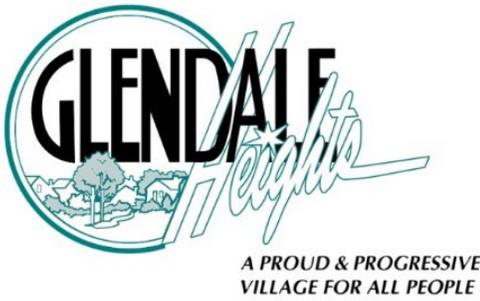
If the applicant is a trustee, the full name, address, telephone number, and extent of interest of each beneficiary must be disclosed in the application.

- d. Applicant is Beneficiary, Agent, or Nominee

If the applicant is a beneficiary, agent, or nominee, the application must disclose the names, addresses, and telephone numbers of those parties on whose behalf he or she is acting.

- e. Applicant is Option Holder or Contract Purchaser

If the applicant is an option holder or contract purchaser a valid (unexpired, fully executed, enforceable) non-contingent (except for zoning and financing approval) contract or option to purchase the premises for which the application is being filed shall be submitted.



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**VILLAGE OF GLENDALE HEIGHTS
STATE OF ILLINOIS)
COUNTY OF DUPAGE)**

NOTIFICATION AFFIDAVIT

I (We), _____, being first duly sworn on oath deposes and says that I (we) have served in person or by registered or certified mail, return receipt requested, not less than 15 days nor more than thirty days prior to hearing date, copies of the notice which is attached hereto on the following named persons at the addresses indicated on the list attached hereto, which persons are the owners of record as indicated by the records of the Recorder of Deeds in DuPage County; or the persons, according to the records of the Township Assessor, who paid the general real estate taxes for the last preceding year on each parcel of lot of real estate within the proposed Tax Increment Financing District.

AFFIANT

SUBSCRIBED and SWORN to before
me this ____ day of _____, 20____

Notary Public

