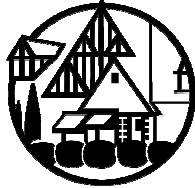


# VILLAGE OF MUNDELEIN



## APPLICATION PACKET FOR REVIEW BEFORE THE PERMITS COMMITTEE

---

### COMMUNITY DEVELOPMENT

440 East Hawley Street  
Mundelein, IL 60060  
[www.mundelein.org](http://www.mundelein.org)  
Telephone: (847) 949-3282  
Fax: (847) 949-2154

---

## **TYPICAL PERMITS COMMITTEE PROCESS**

---

### **Submission Deadlines**

Approval of the format and documents within the packet should be made at least 21 days prior to the Permits Committee meeting.

### **Meeting Schedule**

The Permits Committee meets the second and fourth Monday at Fire Station No. 1, located at 1000 North Midlothian Road, Mundelein, Illinois, in Training Room B. Meetings are called on an as-needed basis during a Village Board meeting prior to the scheduled Permits Committee meeting.

### **Preliminary Conference**

The project applicant (petitioner) first meets with a representative of Community Development to discuss the proposal and to determine the necessary process for approval. A concept plan consisting measurable sketches with a scale/ruler, existing and proposed site data, a plat of survey, and site photo should be available for review by a planner. To schedule a preliminary conference contact Community Development at 847-949-3282.

### **Draft Petition**

Submit two (2) folded and collated copies no larger than 24" x 36 " (can be smaller if legible) and one (1) legible copy no larger than 11" x 17" of the draft petition to Community Development for review. Upon review, staff will provide feedback in the form of a Review Letter. Please reference the [Application Checklist](#) for a list of items to include in the draft petition. Various Village Departments, such as Fire, Police, Engineering, Building, and Community Development will review the proposal for major issues that must be addressed and submit comments. If it is determined that the documents are in compliance with Village codes, a Permits Committee meeting will be scheduled and the petitioner will be advised to make final copies of the plans. If changes are required, the petitioner shall resubmit revised plans for another departmental review, which will delay the date for a meeting.

### **Final Petition**

After all issues have been adequately addressed, staff will direct the petitioner to proceed with the final petition submittal. Please reference attached [Submittal Requirements](#) for a list of items to include in the final petition. The final petition submittal must include one (1) original plus twenty-three (23) copies. Also, the appropriate filing fee must be included with the final petition submittal. See [Filing Fee Schedule](#). The Village Board will make the final decision on the proposal and an ordinance will be drafted for approval at the next Village Board meeting.

### **Incomplete Applications Will Not Be Accepted**

---

## APPLICATION CHECKLIST

---

It is strongly suggested that all petitioners review the material in this packet and all applicable chapters within the Mundelein Municipal Code. All materials should be no larger than 24" x 36". One copy should be 8 1/2" x 11" or 11" x 17".

1. Completed Application
  - a. Fill in all sections of the application. Write n/a where items do not apply.
2. Justification for the Request
3. Application Fee
4. Ownership Information – one of the following items must be provided for every project whether owned or leased:
  - a. Warranty Deed
  - b. Trust
  - c. Title Policy
  - d. Fully Executed Lease, or
  - e. Fully Executed Contract to Purchase
5. Ownership Affidavit
6. Current Plat of Survey or Preliminary Plat of Subdivision
7. Site Visit Authorization Form
8. Preliminary Drawings
  - a. Site Plan – indicating all site improvements, such as driveways, garages, sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicap parking, all dimensions and project data (building area, land area, floor area ratio, coverage, parking calculations, etc.)
  - b. Preliminary Building Elevations (including height)
  - c. Preliminary Floor Plan
  - d. Preliminary Engineering (if applicable)
9. Other Supporting Documentation (i.e. photos, etc.) \_\_\_\_\_

---

## FEE SCHEDULE

---

### Filing Fees for Variances

- Petition for Variance - \$75.00
- Petition for Variance to Building Codes or Ordinances (Except Zoning Ordinance) - \$50.00
- Appeals - \$50.00

**PERMITS COMMITTEE APPLICATION**

(Fill out all sections of the form. Write n/a where items do not apply.)

Application Date: \_\_\_\_\_

---

**PROPERTY INFORMATION**

Common Name: \_\_\_\_\_ Address: \_\_\_\_\_

Property Index Numbers (PIN):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Legal Description (Found on Plat): \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_ Surrounding Zoning: \_\_\_\_\_

Property Size (Square Feet/Acres): \_\_\_\_\_ Building Sizes: \_\_\_\_\_

---

**PETITIONER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Website (If Applicable): \_\_\_\_\_

Petitioner Status:

- Owner
- Lessee
- Contract Purchaser

---

**PROPERTY OWNER INFORMATION**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

---

**PROJECT DESCRIPTION** – Attached or below, please describe your project and background information.

---

---

## REQUESTED ACTIONS

---

Variation(s) Requested: \_\_\_\_\_

Section(s) of the Municipal Code: \_\_\_\_\_

Description of the hardship necessitating a variation: \_\_\_\_\_

---

## REQUIRED SIGNATURES

---

The undersigned states under oath that he/she/they are the **Legal Owner(s)** of record of the realty described in this Permits Committee Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Contract Purchaser** of record of the realty described in this Permits Committee Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature Contract Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Lessee** of record of the realty described in this Permits Committee Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

---

## ACCEPTANCE OF APPLICATION

---

When the Director of Planning & Development or his/her designee determines that the application is complete, the petitioner shall submit twenty-three (23) copies. If revisions are necessary, the application materials shall be resubmitted and all revisions shall be clearly marked.

A meeting will be scheduled only when all revisions have been completed by the petitioner.

---

## HOW TO AVOID POSTPONEMENT

---

1. Proof of Ownership
  - a. A current title opinion from a title company or from Torrens is required.
  - b. If the petitioner is not the record owner, they (petitioner) must have a letter of authority from the owner or owners. If there is more than one owner, all parties must sign a letter of authority to appear on their behalf.
  - c. If title is in a land trust, a copy of the Trust Agreement certified by the trustee together with evidence of all current ownership of beneficial interest and a letter of authorization to appear before the Permits Committee is required.
  
2. Plan Review
  - a. Petitioner's plan must be reviewed by Village staff.
  - b. Petitioner should review the comments of the various Village departments and make any necessary revisions to their plans before the public meeting.
  - c. Petitioner must provide for all necessary public improvements such as streets, sidewalks, and lighting.
  - d. Petitioner must give sufficient consideration to screening and landscaping with identification by species of plant where applicable.
  - e. Petitioner must secure approval from the Village Engineer for engineering related items where applicable.
  - f. Petitioner must comply in all respects to the zoning and subdivision regulations so they are in strict conformance.

FAILURE TO COMPLY WITH APPLICATION REQUIREMENTS WILL CAUSE POSTPONEMENT OF YOUR PUBLIC MEETING. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT COMMUNITY DEVELOPMENT AT 847-949-3282.

---

## AFFIDAVIT OF OWNERSHIP

---

COUNTY OF LAKE            )  
  ) SS  
STATE OF ILLINOIS        )

I, \_\_\_\_\_, under oath, state that I am

\_\_\_\_\_ the sole                                    )  
\_\_\_\_\_ an    ) owner of the property  
\_\_\_\_\_ an authorized officer of the        )

commonly described as \_\_\_\_\_  
\_\_\_\_\_

and that such property is owned by \_\_\_\_\_

as of this date.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

---

## SITE VISIT AUTHORIZATION

---

I hereby grant employees of the Village of Mundelein, their agents, and members of the Mundelein Permits Committee permission to enter on the property located at the following address:

---

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to the Mundelein Permits Committee Petition for the above-cited property.

If Owner or if Owner is a  
Corporation or Partnership

---

Signature of Owner

Date

By \_\_\_\_\_

---

Title/Full Corporate Name

If property is Leased

---

Signature of Lessee

Date

By \_\_\_\_\_

---

Title

If Lessee is a Corporation  
Or  
Partnership

---

Signature of Authorized Agent

Date

By \_\_\_\_\_

---

Title/Full Corporate Name

---

## **AUDIO/VISUAL MATERIAL SUBMITTAL REQUIREMENTS**

---

The Village of Mundelein has projection capabilities in the Village Board Room at the Fire Station. Therefore, if it is the preference of the petitioner to make a digital presentation in lieu of boards, arrangements can be made if properly notified.

### **Digital Submittal Requirements**

- All digital presentation shall be submitted as a Microsoft PowerPoint presentation on a CD or other transferable medium no later than one week prior to the public meeting or public hearing.

#### **Deadlines**

**Plan Commission** – the Wednesday prior to the hearing/meeting

**Appearance Review Commission** – the Tuesday prior to the meeting

**Zoning Board of Appeals** – the Monday prior to the hearing

**Village Board** – the Monday prior to the meeting/hearing

If requested by the petitioner, the compact disk or other device may be returned once the information has been obtained from the device.

- In addition to the PowerPoint presentation, the compact disk shall also contain digital copies of all required plans submitted for Board or commission distribution. These plans shall be in Portable Document Format (PDF).
- Please provide a hardcopy or digital copy of presentation to the Recording Secretary.

### **Presentation at the Meeting or Hearing**

- The Village will provide a laptop computer for the presenter to use at the meeting or hearing. The Microsoft PowerPoint presentation will already be loaded onto the computer as a slideshow.
- If the presenter has any specific requirements regarding the presentation or meeting, these must be relayed to staff at least three days prior to the hearing or meeting.

---

**Village of Mundelein - Community Development**  
**440 East Hawley Street - Mundelein, Illinois 60060**  
**Phone: (847) 949-3282 - Fax: (847) 949-2154**

---