

VILLAGE OF MUNDELEIN



APPLICATION PACKET FOR REVIEW BEFORE THE PLAN COMMISSION

COMMUNITY DEVELOPMENT

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

TYPICAL PLAN COMMISSION PROCESS

Submission Deadlines

A calendar of deadlines is provided on the following page to assist in planning and time management for the proposed project.

Meeting Schedule

The Plan Commission consists of seven members who act as a recommending body to the Village Board. The Plan Commission meets the second and fourth Wednesday of each month at Fire Station No. 1, located at 1000 North Midlothian Road, Mundelein, Illinois, in Training Room B. Meetings begin at 7:30 p.m.

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, 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. The petition must be complete with all attachments, including items needed for public notification. See [Application Checklist](#) and [Notification Requirements](#).

Internal Department Review

After Community Development accepts Draft Petition, you will be instructed to supply eight (8) copies for Internal Department Review. 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 Plan Commission hearing 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 public hearing. Upon review, staff will provide feedback in the form of a Review Letter.

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 seventeen (17) copies. Also, the appropriate filing fee must be included with the final petition submittal. See [Filing Fee Schedule](#). After the Plan Commission makes a recommendation, the petition, the Findings of Fact and the Plan Commission meeting minutes are forwarded to the Village Board of Trustees. Twenty-four (24) plans (revised as per Plan Commission comments) must be submitted at least two weeks prior to the Village Board meeting. 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

The table below lists the required submittal dates to be considered for a Plan Commission Agenda.

Plan Commission Submission Schedule

(30 Days Prior to Meeting)

(2 Weeks Prior to Meeting)

| Draft Submit By: | Final PC Packets By: | For Meeting Date: |
|-------------------------|-----------------------------|--------------------------|
| December 15, 2008 | December 30, 2008 | January 14, 2009 |
| December 29, 2008 | January 14, 2009 | January 28, 2009 |
| January 12, 2009 | January 28, 2009 | February 11, 2009 |
| January 26, 2009 | February 11, 2009 | February 25, 2009 |
| February 9, 2009 | February 25, 2009 | March 11, 2009 |
| February 23, 2009 | March 11, 2009 | March 25, 2009 |
| March 9, 2009 | March 25, 2009 | April 8, 2009 |
| March 23, 2009 | April 8, 2009 | April 22, 2009 |
| April 13, 2009 | April 29, 2009 | May 13, 2009 |
| April 27, 2009 | May 13, 2009 | May 27, 2009 |
| May 11, 2009 | May 27, 2009 | June 10, 2009 |
| May 25, 2009 | June 10, 2009 | June 24, 2009 |
| June 8, 2009 | June 24, 2009 | July 8, 2009 |
| June 22, 2009 | July 8, 2009 | July 22, 2009 |
| July 13, 2009 | July 29, 2009 | August 12, 2009 |
| July 27, 2009 | August 12, 2009 | August 26, 2009 |
| August 10, 2009 | August 26, 2009 | September 9, 2009 |
| August 24, 2009 | September 9, 2009 | September 23, 2009 |
| September 14, 2009 | September 23, 2009 | October 14, 2009 |
| September 28, 2009 | October 14, 2009 | October 28, 2009 |
| October 12, 2009 | October 30, 2009 | November 11, 2009 |
| October 26, 2009 | November 11, 2009 | November 25, 2009 |
| November 9, 2009 | November 25, 2009 | December 9, 2009 |
| November 23, 2009 | December 9, 2009 | December 23, 2009 |
| December 14, 2009 | December 30, 2009 | January 13, 2010 |
| December 28, 2009 | January 13, 2010 | January 27, 2010 |
| January 11, 2010 | January 27, 2010 | February 10, 2010 |
| January 25, 2010 | February 10, 2010 | February 24, 2010 |
| February 8, 2010 | February 24, 2010 | March 10, 2010 |
| February 22, 2010 | March 10, 2010 | March 24, 2010 |
| March 15, 2010 | March 31, 2010 | April 14, 2010 |
| March 29, 2010 | April 14, 2010 | April 28, 2010 |
| April 12, 2010 | April 28, 2010 | May 12, 2010 |
| April 26, 2010 | May 12, 2010 | May 26, 2010 |
| May 10, 2010 | May 26, 2010 | June 9, 2010 |
| May 24, 2010 | June 9, 2010 | June 23, 2010 |
| June 14, 2010 | June 30, 2010 | July 14, 2010 |

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 ½" x 11" or 11" x 17".

1. Completed Application
 - a. Fill out all sections of the form. Write n/a where items do not apply.
2. Justification for the Request (See Standards for a Variation, Standards for a Special Use, Standards for a Rezoning, or Standards for a Planned Unit Development)
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. List of property owners within 250 feet including name, street address, and tax number. See Notification Requirements.
8. Mailing Labels – property owners within 250 feet on mailing labels
9. Site Visit Authorization Form
10. Preliminary Drawings
 - a. Site Plan – indicating all site improvements, such as 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. Tree Preservation Plan
 - e. Preliminary Engineering (if applicable)
11. Pictures (pictures of the property, product, services, etc).
12. Traffic Impact Study (if applicable)
13. Market Study (if applicable)
14. Other Supporting Documentation _____

FEE SCHEDULE

| FILING FEES | LESS THAN 1 ACRE | 1 THROUGH 49 ACRES | 50 THROUGH 99 ACRES | 100+ ACRES |
|---|------------------|--------------------|---------------------|------------|
| Petition for Zoning Upon Annexation | \$100.00 | \$200.00 | \$300.00 | \$400.00 |
| Petition for Hearing on a Proposed Annexation Agreement | \$100.00 | \$200.00 | \$300.00 | \$400.00 |
| Petition for Rezoning | \$100.00 | \$200.00 | \$300.00 | \$400.00 |
| Special Use Permit | \$100.00 | \$200.00 | \$300.00 | \$400.00 |

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

PLAN COMMISSION APPLICATION

PC Case No: _____

Application Date: _____

PROPERTY INFORMATION

Common Name: _____ Address: _____

Property Index Numbers (PIN):

1. _____ 2. _____ 3. _____

Legal Description (Found on Plat – Required for Notice of Public Hearing): _____

Existing Land Use: _____ Existing Zoning: _____

Surrounding Land Uses: _____ Surrounding Zoning: _____

Property Size (Square Feet/Acres): _____ Building Sizes: _____

PETITIONER INFORMATION – Company address or personal address.

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 including, but not limited to, number of employees, years in operation, hours of operation, project history, community benefits, etc.

REQUESTED ACTIONS – Select all that apply.

Plat Request

- Preliminary Plat of Subdivision
- Final Plat of Subdivision
- Plat of Consolidation
- Plat of Vacation

Rezoning – Existing:

| | | | | | | | | |
|--------------------|----|----|----|----|----|----|----|----|
| Residential: | R1 | R2 | R3 | R4 | R5 | R6 | R7 | R8 |
| Commercial: | C1 | C2 | C3 | | | | | |
| Office/Industrial: | OR | L1 | M1 | | | | | |
| Public: | P | | | | | | | |

Rezoning – Proposed:

| | | | | | | | | |
|--------------------|----|----|----|----|----|----|----|----|
| Residential: | R1 | R2 | R3 | R4 | R5 | R6 | R7 | R8 |
| Commercial: | C1 | C2 | C3 | | | | | |
| Office/Industrial: | OR | L1 | M1 | | | | | |
| Public: | P | | | | | | | |

Reason for requesting a rezoning: _____
_____Please fill out and attach the Standards for Granting a Rezoning.

Special Use Requested: _____

Section of the Zoning Ordinance: _____

Please fill out and attach the Standards for Granting a Special Use.Variation(s) Requested: _____

Section(s) of the Zoning Ordinance: _____

Description of the hardship necessitating a variation: _____

_____Please fill out and attach the Standards for Granting 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 Plan Commission 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 Plan Commission 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 Plan Commission 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: _____

FINDINGS OF FACT/JUSTIFICATION FOR REQUEST

– Please fill out one of the following attached forms. The Plan Commission will base their decision on the criteria outlined in the Findings of Fact.

1. Standards for a Special Use
2. Standards for a Rezoning
3. Standards for a Variation
4. Standards for a Planned Unit Development

FINDINGS OF FACT & RECOMMENDATION

The Village of Mundelein Plan Commission

According to Village Ordinance, the Plan Commission shall make a written Finding of Fact regarding zoning proposals and variations and shall submit these along with their recommendations to the Village Board of Trustees. Where the purpose and effect of the proposal is to change the zoning classification of a particular property, the Plan Commission shall make findings based upon the evidence presented to it in each specific case with respect to the following matters:

1. Existing uses of property within the general area of the property in question.
2. The zoning classification of property within the general area of the property in question.
3. The suitability of the property in question to the uses permitted under the existing and proposed classifications.
4. The trend of development, if any, in the general area of the property in question, including changes if any, which have taken place since the date the property in question was placed in its present zoning classification.
5. The relationship to the Comprehensive Plan of Mundelein.
6. The Plan Commission shall not recommend the adoption of a proposed amendment unless they find the adoption of such amendment is in the public interest and is not solely for the interest of the applicant. The Plan Commission may recommend the adoption of an amendment changing the zoning classification of the property in question to any other classification than that requested by the applicant.

Village Ordinance also states that the Plan Commission shall recommend no Special Uses unless the Commission finds:

1. That the establishment, maintenance or operation of the Special Use will not be detrimental to nor endanger the public health, safety, morals, comfort or general welfare;
2. That the Special Uses will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood;
3. That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
4. That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
6. That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Trustees after considering the recommendations of the Plan Commission;
7. A distance of at least sixty (60) feet shall separate all Special Uses in commercial, industrial and public use districts from any lot in a residential district.

EXHIBIT A – STANDARDS FOR GRANTING A SPECIAL USE

(Municipal Code Section 20.24.040)

When considering the requested action, the Plan Commission or Zoning Board of Appeals must determine that the following seven Findings of Fact exist. All applicants must provide a written response to each of the standards listed below. The response to each standard should thoroughly explain how the variation being requested will meet the established criteria. Please use an additional sheet of paper if needed.

- (1) That the establishment, maintenance or operation of the Special Use will not be detrimental to nor endanger, the public health, safety, morals, comfort or general welfare.
(Please explain how the granting of the request will not have an adverse impact on the community.)

- (2) That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish or impair property values within the neighborhood.
(Please explain how the granting of the request will not have an adverse impact on the adjacent properties. In addition, explain how the request will not have a negative impact on the property values in the surrounding area.)

- (3) That the establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
(Please explain how the granting of the request will not have an adverse impact on the development of the surrounding properties.)

- (4) That adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
(Please make a statement addressing the fact that the availability of utilities, access roads, drainage and/or necessary facilities will be provided.)

- (5) That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
(Please indicate what steps have been or will be taken to ensure that all entrances and exits will not increase traffic congestion.)

- (6) That the Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the Board of Trustees after considering the recommendations of the Plan Commission.

- (7) That all Special Uses in commercial, industrial and public use districts shall be separated by a distance of at least 60 feet from any lot in a residential district. [Ord. 89-2-5 § 3 (part)]

EXHIBIT B – STANDARDS FOR GRANTING A REZONING

(Municipal Code Section 20.48.060(4))

When considering the requested action, the Plan Commission or Zoning Board of Appeals must determine that the following six Findings of Fact exist. All applicants must provide a written response to each of the standards listed below. The response to each standard should thoroughly explain how the zoning being requested will meet the established criteria. Please use an additional sheet of paper if needed.

- (1) Existing uses of property within the general area of the property in question.
(Please explain how the property to be rezoned is compatible with the surrounding properties.)

- (2) The zoning classification of property within the general area of the property in question.
(Please explain how the surrounding properties are compatible with the property to be rezoned.)

- (3) The suitability of the property in question to the uses permitted under the existing and proposed classifications.
(Please explain how the proposed use is a permitted use in the proposed zoning classification.)

- (4) The trend of development, if any, in the general area of the property in question, including changes if any, which have taken place since the date the property in question was placed in its present zoning classification.
(Please explain how the property to be rezoned is consistent with the trend of development in the area.)

- (5) The relationship to the Comprehensive Plan of Mundelein.
(Please explain how the proposed use is consistent with the Comprehensive Plan.)

- (6) The Plan Commission shall not recommend the adoption of a proposed amendment unless it finds the adoption of such amendment is in the public interest and is not solely for the interest of the applicant. The Plan Commission may recommend the adoption of an amendment changing the zoning classification of the property in question to any other classification than that requested by the applicant.
(Please explain how the requested action will be beneficial to the community.)

EXHIBIT C – STANDARDS FOR GRANTING A VARIATION

(Municipal Code Section 20.48.070(2))

When considering the requested action, the Plan Commission or Zoning Board of Appeals must determine that the following six Findings of Fact exist. All applicants must provide a written response to each of the standards listed below. The response to each standard should thoroughly explain how the zoning being requested will meet the established criteria. Please use an additional sheet of paper if needed.

- (1) Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship or difficulty to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out.
(Please explain what particular hardship or difficulty would be imposed on the petitioner if the variation(s) were not granted.)

- (2) The conditions upon which a petition for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property within the same zoning classifications.
(Generally, what condition(s) or circumstance(s) apply to the subject property that do not apply to the surrounding properties?)

- (3) Obtaining greater profits from the development or use of the property or an enhancement in the value of the property shall not be sufficient reason to grant the variance.
(Aside from financial reasons, why should the variation be granted?)

- (4) The alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the property.
(Explain how the petitioner has not caused the difficulty, but the hardship is the result of the ordinance.)

- (5) The granting of the variation will not be detrimental to the public health, safety, comfort, morals and welfare or injurious to other property or improvements in the neighborhood in which the property is located.
(Please explain how the granting of the request will not have an adverse impact on the community.)

- (6) The proposed variation will not impair an adequate supply of light and air to adjacent property, nor substantially increase the congestion of the public street, nor increase the danger of fire, nor endanger the public safety nor substantially diminish or impair established property values within the neighborhood.
(Please explain how the granting of the request will not have an adverse impact on the adjacent properties. In addition, explain how the request will not have a negative impact on the property values in the surrounding area.)

EXHIBIT D – STANDARDS FOR GRANTING A PLANNED UNIT DEVELOPMENT

(Municipal Code Section 20.49.060)

When considering the requested action, the Plan Commission or ZBA must determine that the following seven Findings of Fact exist. All applicants must provide a written response to each of the standards listed below. The response to each standard should thoroughly explain how the PUD being requested will meet the established criteria. Please use an additional sheet of paper if needed.

- (1) Unified Ownership Required. The entire property proposed for the planned unit development shall be in single ownership or under such unified control as to ensure that the entire property will be developed as a unified whole. All owners of the property shall be included as joint applicants on all applications and all approvals shall bind all owners. The violation of any owner as to any tract shall be deemed a violation as to all owners of all tracts.

- (2) Minimum Area. The applicant shall have the burden of establishing that the subject property is of sufficient size and shape to be planned and developed as a unified whole capable of meeting the objectives for which planned unit developments may be established pursuant to this section.

- (3) Covenants and Restrictions to be Enforceable by Village. All covenants, deed restrictions, easements, and similar restrictions to be recorded in connection with the planned unit development shall provide that they may not be modified, removed, or released without the express consent of the Board of Trustees and that they may be enforced by the Village as well as by future landowners within the proposed development.

- (4) Public Open Space and Contributions. Whenever the Board of Trustees determines that the Comprehensive Plan, zoning map, or official map of Mundelein, or any evidence presented at the public hearing, demonstrate that development of a planned unit development will create a need for land for public purposes of the Village within the proposed planned unit development, and such need is specifically and uniquely attributable to the proposed planned unit development, the Board of Trustees may require that such land be designated and dedicated to the Village for such use. In addition, the Board of Trustees may require evidence that all requirements of Village ordinances pertaining to the dedication of land or the contribution of cash in connection with subdivisions or developments of land have been met with respect to the proposed planned unit development.

- (5) Common Open Space.
 - (5)(A) Amount, Location, and Use. The failure of a planned unit development to provide common open space shall be considered to be an indication that it has not satisfied the objectives for which such developments may be approved pursuant to this chapter. When common open space is provided in a planned unit development, the amount and location of such open space shall be consistent with its intended function as set forth in the application and planned unit development plans. No such open space shall be used for the construction of any structure or improvement except such structures and improvements as may be approved in the final plan as appropriate to the intended leisure or recreational uses for which such open space is intended.

(5)(B) Preservation. Adequate safeguards, including recorded covenants or dedication of development rights, shall be provided to prevent the subsequent use of common open space for any use, structure, improvement, or development other than that shown on the approved final plan. The safeguards must be perpetual and must run with the land. Such safeguards may be released, but only with the express written consent of the Board of Trustees.

(5)(C) Ownership and Maintenance. The final plan shall include such provisions for the ownership and maintenance of such open space and improvements as are reasonably necessary to ensure their continuity, care, conservation, maintenance, and operation in accordance with predetermined standards and to ensure that remedial measures will be available to the village if such open space or improvements are permitted to deteriorate or are not maintained in a condition consistent with the best interests of the planned unit development or the Village.

(5)(D) Property Owners Association. When the requirements of the preceding subsection are to be satisfied by the ownership or maintenance of such open space or improvements by a property owner association, such association shall meet each of the following standards:

(5)(D)(i) The by-laws and rules of the association and all declarations, covenants, and restrictions to be recorded must be approved as part of the final plan prior to the final plan becoming effective; each such document shall provide that it shall not be amended in any manner that would result in it being in violation of the requirements of this chapter;

(5)(D)(ii) The association must be established and all covenants and restrictions must be recorded prior to the sale or lease of any property within the area of the planned unit development designated to have the use of the proposed open space or improvements;

(5)(D)(iii) The association must be responsible for casualty and liability insurance, taxes, and the maintenance of the open space and improvements to be deeded to it;

(5)(D)(iv) Membership in the association must be mandatory for each property owner and any successive owner having a right to the use or enjoyment of such open space or improvements;

(5)(D)(v) Every property owner having a right to the use or enjoyment of such open space or improvements must pay its pro rata share of the cost of the association by means of an assessment to be levied by the association that meets the requirements for becoming a lien on the property in accordance with State statutes;

(5)(D)(vi) The association must have the right to adjust the assessment to meet changed needs; the membership vote required to authorize such adjustment shall not be fixed at more than two-thirds of the members voting on the issue;

(5)(D)(vii) The Village must be given the right to enforce the declarations, covenants, and restrictions; and

(5)(D)(viii) The Village must be given the right, after ten days written notice to the association, to perform any maintenance or repair work that the association has neglected to perform, to assess the membership for such work and to have a lien against the property of any member for the cost of such maintenance and work; for this purpose alone, the village shall have all the rights and powers of the association and its governing body under the agreements and declarations creating the association.

(6) Landscaping and Perimeter Treatment. Any area of a planned unit development not used for structures, streets, or parking lots, shall be landscaped. The perimeter of the planned unit development shall be designed to ensure compatibility with uses surrounding the planned unit development by including uses within the planned unit development that are compatible with such surrounding uses and; including setbacks, screening, or natural or man-made buffers within such perimeter.

(7) Private Streets. Private streets are prohibited unless expressly approved by the Village Board. If so approved, they shall meet all construction standards applicable to public streets. No such streets shall be approved except upon the condition that they shall be owned and maintained by a property owners association meeting the requirements set forth in Subsection (b)(5)(D) of this Section. (Ord. 04-11-66 § 1 (part))

ACCEPTANCE OF APPLICATION

When the Director of Planning & Development or his/her designee determines that the application is complete, the petitioner shall submit ten (10) copies of the required materials for departmental review. Copies of staff comments will be sent to the petitioner after completing the review. If revisions are necessary, the application materials shall be resubmitted and all revisions shall be clearly marked.

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

NOTIFICATION REQUIREMENTS

The petitioner is required to notify the Community Development Department and all property owners within 250 feet of the subject property after the Plan Commission hearing date has been scheduled. A Public Hearing Notice sign is required on the subject property. The notification and postings of the public notice sign must be done no more than thirty (30) days and no less than fifteen (15) days prior to the public hearing date.

The applicant shall submit to the Community Development Department, no later than 21 days prior to the public hearing date, the subject properties' legal descriptions, the list of property owners within 250 feet of the subject properties, and mailing labels with the property owners name, address, and tax identification number. Petitioners can obtain property owner information from the following sources:

Lake County
18 N. County Street
Waukegan, IL 60085
847-377-2323
Treasurer@co.lake.il.us

Fremont Township
22376 W. Erhart Road
Mundelein, Illinois 60060
847-223-2847
Fax 847-223-2858

Libertyville Township
359 Merrill Court
Libertyville, Illinois 60048
847-816-.6800
Fax 847-816-0861

Vernon Township
3050 N. Main St.
Buffalo Grove, IL 60089
847-634-4600
Fax 847-634-1569

The Village will copy and mail out the notifications to the neighboring property owners. The Village will publish the notification in the *Daily Herald*. The *Daily Herald* requires five-day lead time for publishing public notices. Therefore, in order to have the notification published no later than 15 days prior to the public hearing, we must be able to provide the necessary information 21 days prior to the date of the hearing. The Village will also place a sign on the property with the date of the hearing and the location.

FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE PUBLIC HEARING TO BE POSTPONED.

PUBLICATION SAMPLE

**NOTICE OF HEARING BEFORE THE
VILLAGE OF MUNDELEIN PLAN COMMISSION**

NOTICE IS HEREBY GIVEN that on **DATE** at the hour of **7:30 p.m.**, there will be a public hearing before the Village of Mundelein Plan Commission at the Mundelein Fire Station, 1000 North Midlothian Road, Mundelein, Illinois, concerning a petition requesting consideration of _____.

CASE NO.: PC-XX-YYYY

COMMONLY KNOW AS:

LEGAL DESCRIPTION:

The names and addresses of the legal and/or beneficial owners of the property:

NAME/COMPANY
ADDRESS

The name and address of the Petitioner:

NAME/COMPANY
ADDRESS

This Notice is an invitation to all interested persons to submit oral or written testimony or other evidence concerning the above case to the Village of Mundelein Plan Commission. Persons having questions are encouraged to call the Village of Mundelein at (847) 949-3282.

The Plan Commission's actions are not final for this case. The Plan Commission will forward its findings and recommendations to the Village Board of Trustees for final consideration and action.

Dated at Mundelein, Illinois, this ____ day of MONTH, YEAR.

Scott Black /s/
Chairman
Plan Commission

NEIGHBOR NOTIFICATION SAMPLE

DATE

NOTICE

TO ALL INTERESTED PARTIES

The Plan Commission will address the petition for NAME/COMPANY. (Case PC-XX-YEAR), ADDRESS, Mundelein, concerning a petition requesting _____. The Plan Commission will address this petition on DATE, at TIME, at the Mundelein Fire Station, 1000 North Midlothian Road.

All interested parties may attend this meeting and voice their opinions and concerns.

If you have any questions, please do not hesitate to call Community Development at (847) 949-3282, Monday through Friday, 8 a.m. to 5 p.m.

Sincerely,

EMPLOYEE
TITLE

SAMPLE SIGNS

**ZONING APPLICATION PENDING
PUBLIC HEARING TO BE HELD ON
Month Day, Year
AT THE MUNDELEIN FIRE
STATION
CALL 847-949-3282
FOR FURTHER INFORMATION**

Sign must be posted on private property facing adjacent roadways fifteen (15) days prior to the hearing date. Sign must be removed by ten (10) days after the first hearing.

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 Plan Commission is required.
2. Notification
 - a. Proper notification must be mailed to all property owners within 250 feet of the subject property, measured from the property line. A copy of the letter and a mailing list of owners notified must be presented. A map indicating the subject area and notification area must be submitted to the Community Development Department.
3. 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 hearing.
 - 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.
 - 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 HEARING. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT COMMUNITY DEVELOPMENT AT 847-949-3282.

PLAN COMMISSION PUBLIC HEARING

General Procedures for Plan Commission Public Hearings

1. **Pledge of Allegiance**
2. **Roll Call**
Roll call taken of Plan Commission.
3. **Formal Announcement**
Exact description of the hearing, as published, including date of publication and name of newspaper.
4. **Petitioner Identified**
Establish if petitioner is present and ready to proceed. Determine the following:
 - (a) Principal spokesperson
 - (b) Others who will testifyMust provide name (spelled out) and address for the Recording Secretary. If available, provide a business card with information included.
5. **Swear In**
All who will testify
6. **Petitioner's Presentation**
7. **Departmental Reports**
Comments from various Village departments as outlined in the Plan Commission packet.
8. **Plan Commission**
Questions and comments.
9. **Audience**
Comments and questions. Begin with anyone who purports to represent a group (such as a homeowners association).
10. **Plan Commissioners**
Final deliberation
11. **Motion**
Vote

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 Plan Commission 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 Mundelein Plan Commission Petition for the above-cited property.

If Owner is a Corporation
Or
Partnership

Signature of Owner Date

By _____

Title Date

If property is Leased

Signature of Lessee

If Lessee is a Corporation
Or
Partnership

By _____

Title Date

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
