



TYPICAL PLANNING AND ZONING COMMISSION PROCESS

Meeting Schedule

The Planning and Zoning Commission consists of seven members who act as a recommending body to the Village Board. The Planning and Zoning Commission meet the first and third Wednesday of each month at the Village Hall, located at 300 Plaza Circle, Mundelein, Illinois. Meetings begin at 7:00 p.m. (See Exhibit A).

Preliminary Conference

Prior to filling out this form you must first meet with a representative of Community Development to discuss the proposal and determine the necessary process for approval. A concept plan consisting of measurable sketches with a scale/ruler, existing and proposed site data, and site photo(s) should be available for review by a planner. To schedule a preliminary conference contact Community Development at (847) 949-3282.

Draft Petition

Submit (1) legible copy, no larger than 11" x 17" of the draft petition to Community Development. The petition must be complete with all attachments.

Internal Department Review

After Community Development accepts the Draft Petition, you will be instructed to supply (6) copies for Internal Department Review. The Fire, Police, Public Works and Engineering, Building Department, and Community Development Division will review the proposal and provide comments. Upon review, staff will provide feedback in the form of a Review Letter. If it is determined that the documents are in compliance with Village codes, a Planning and Zoning Commission hearing will be scheduled. If changes are required, the petitioner shall resubmit revised plans for another departmental review, which will delay the date for a public hearing.

Final Petition

After all issues have been adequately addressed, staff will direct the petitioner to proceed with the final petition submittal. The final petition submittal must include (2) original paper copies for Village files, petition fee, and (1) electronic copy emailed to planning@mundelein.org. Applications and fees can be mailed to Community Development, 300 Plaza Circle, Mundelein, Illinois 60060. The Planning and Zoning Commission shall evaluate the application, based upon the evidence presented at the public hearing, recommend approval, approval with conditions, or denial of the application, and forward its recommendation within (60) days. The Village Board shall consider the variation within (60) days of receipt of the Planning and Zoning Commission recommendation.

The initial submittal must contain:

- Completed Application – Pages 3-8
 (Write N/A where items do not apply)

- Current or accurate Plat of Survey or Preliminary Plat of Subdivision
 - a. (1) no larger than 11” x 17”

- 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)

- Photos of the property

- Other Supporting Documentation (if applicable)
 - Traffic Impact Study
 - Market Study
 - _____
 - _____

- Application fee
 (Additional fees may apply if additional actions are required)

FILING FEES	LESS THAN 1 ACRE	1 -49 ACRES	50 - 99 ACRES	100+ ACRES
Special Use Permit	\$100.00	\$200.00	\$300.00	\$400.00

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY INFORMATION

Address _____
Property Index Numbers (PIN) _____

Size of Property _____ (sq. ft./acres)
Size of Building Space _____ (sq. ft.)
Size of Space Utilized _____

ZONING

Current Zoning _____
Proposed Zoning _____
Current Use _____
Proposed Use _____

PETITIONER INFORMATION

Business/Org. Name _____
Name _____
Title _____
Address _____
City, State, Zip _____
Phone _____
Email _____

PROPERTY OWNER INFORMATION

Business/Org. Name _____
Name _____
Title _____
Address _____
City, State, Zip _____
Phone _____
Email _____

Petitioner Status: Owner Lessee Contract Purchaser

SECTION OF ZONING ORDINANCE: _____

DESCRIPTION OF PROPOSED SPECIAL USE (*Attach sheet if additional space is needed*)

STANDARDS FOR GRANTING A SPECIAL USE

No special use shall be recommended for approval by the Planning and Zoning Commission and approved by the Village Board unless it has made findings, based upon the evidence presented at the public hearing, to support each of the following conclusions. *(Please use an additional sheet of paper)*

- a. The establishment, maintenance and operation of the special use in the specific location proposed will not endanger the public health, safety or general welfare of any portion of the community.
- b. The proposed special use is compatible with adjacent properties and other property within the immediate vicinity of the special use.
- c. The special use in the specific location proposed is consistent with the spirit and intent of this Ordinance and the Village land use policies.
- d. The special use conforms to the applicable regulations of the zoning district in which it is to be located.

AFFIDAVIT OF NOTIFICATION

(See Exhibit B)

COUNTY OF LAKE)
)
STATE OF ILLINOIS)

I, _____, under oath, state that I am

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

hereby swear and affirm that in accordance with the provisions of Chapter 3.3 of the Zoning Ordinance, have notified, by certified mail, all property owners and taxpayers within 250 feet of the subject property, attached hereto as Exhibit A, on ____ day of _____, 20____.

Signature

Subscribed and sworn to before me

this ____ day of _____, 20____.

Notary Public

AFFIDAVIT OF OWNERSHIP

COUNTY OF LAKE)
)
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 (Address) _____ and that such property is owned by
(Printed Name) _____ as of this date.

Signature

Subscribed and sworn to before me

this ____ day of _____, 20____.

Notary Public

REQUIRED SIGNATURES

The undersigned states under oath that he/she/they are the **Legal Owner(s)** of record of the realty described in this Planning and Zoning 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 Planning and Zoning 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 Planning and Zoning 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: _____

EXHIBIT A

2016 Planning and Zoning Commission Schedule

January 6, 2016
January 20, 2016
February 3, 2016
February 17, 2016
March 24, 2016
March 16, 2016
April 2, 2016
April 16, 2016
May 4, 2016
May 18, 2016
June 1, 2016
June 15, 2016
July 6, 2016
July 20, 2016
August 3, 2016
August 17, 2016
September 7, 2016
September 21, 2016
October 5, 2016
October 19, 2016
November 2, 2016
November 16, 2016
December 7, 2016
December 21, 2016
January 4, 2017
January 18, 2017

EXHIBIT B

NOTIFICATION REQUIREMENTS

The petitioner is required to notify all property owners and tax payers within 250 feet of the subject property **after the Planning and Zoning Commission hearing date has been scheduled and staff has given authorization to send.** (Please see Exhibit C for sample letter). The notification must be sent USPS Certified Mail. Mailing labels must contain the property owner name or taxpayer name, address, and property identification number (PIN). Notification must be postmarked no more than thirty (30) days and no less than fifteen (15) days prior to the public hearing date. All certified receipts must be submitted to Community Development. Petitioners can obtain property owner information from the following sources:

Lake County
18 N. County Street
Waukegan, IL 60085
847-377-2323

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

A Public Hearing Notice sign is required on the subject property and will be placed by the Village. Postings of the public notice will be done no more than thirty (30) days and no less than fifteen (15) days prior to the public hearing date.

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.

FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE

PUBLIC HEARING TO BE POSTPONED

EXHIBIT C

NEIGHBOR NOTIFICATION LETTER SAMPLE

DATE

**NOTICE
TO ALL INTERESTED PARTIES**

The Planning and Zoning Commission will address the petition for NAME/COMPANY. (Case PZC-XX-YEAR), ADDRESS, Mundelein, concerning a petition requesting _____. The Planning and Zoning Commission will address this petition on DATE, at TIME, at the Village Hall, 300 Plaza Circle, Mundelein, Illinois 60060. 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, 8:00 a.m. to 5:00 p.m.

Sincerely,