



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 (17) original paper copies for Village files, petition fee, and (1) electronic copy emailed to [planning@mundelein.org](mailto: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
  - \_\_\_\_\_
  - \_\_\_\_\_
- \$75.00 Application fee  
(Additional fees may apply if additional actions are required)

**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 ZONING VARIATION** *(Attach sheet if additional space is needed)*

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## **STANDARDS FOR GRANTING A VARIATION**

*No variation from the provisions of this Ordinance shall be granted unless the Zoning Administrator, Planning and Zoning Commission, and Village Board makes specific written findings based on the standards imposed by this section. These standards are as follows:*

- a. The strict application of the terms of this Ordinance will result in undue hardship.
- b. The plight of the owner is due to unique circumstances.
- c. The variation, if granted, will not alter the essential character of the locality

The Zoning Administrator, Planning and Zoning Commission, and Village Board, in making its findings, may inquire into the following evidentiary issues, as well as any others deemed appropriate.

*(Please use an additional sheet of paper)*

- a. The particular physical surroundings, shape, or topographical conditions of the specific property impose a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of regulations were to be carried out.
- b. The alleged difficulty or hardship has not been created by any person presently having a proprietary interest in the property in question.
- c. The granting of the variation will not be detrimental to the public welfare in the neighborhood in which the property is located.
- d. The proposed variation will not impair an adequate supply of light and air to adjacent property, substantially increase congestion in the public streets, increase the danger of fire, endanger the public safety, or impair property values within the neighborhood.
- e. The proposed variation is consistent with the spirit and intent of this Ordinance and Village land use policies.
- f. The value of the property in question will be substantially reduced if permitted to be used only under the conditions allowed by the regulations governing the district in which it is 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 2, 2016  
March 16, 2016  
April 6, 2016  
April 20, 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,