



TYPICAL PERMITS PROCESS

Submission Deadlines

Approval of the format and documents within the packet should be made at least 21 days prior to the Community and Economic Development Committee.

Meeting Schedule

The Community and Economic Development Committee meets the second and fourth Monday of each month at the Village Hall, located at 300 Plaza Circle, Mundelein, Illinois. Meetings are called on an as-needed basis in conjunction with a scheduled Village Board Meeting.

Preliminary Conference

Prior to filling out this form the petitioner 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, a plat of survey, 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 at least one legible copy no larger than 11" x 17", unless it is not scalable, 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 detailed and complete a Community and Economic Development Committee meeting will be scheduled and the petitioner will be advised to make final copies of the documents. If changes are required, the petitioner shall resubmit revisions 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 an electronic copy**. Also, the appropriate filing fee must be included with the final petition submittal. See Filing Fee Schedule. The Community and Economic Development Committee will provide a recommendation, and the Village Board will make the final decision on the proposal and an ordinance will be drafted for approval at a subsequent Village Board meeting.

Incomplete Applications Will Not Be Accepted

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".

The initial submittal must contain:

- Completed Application – Pages 3-9
(Write N/A where items do not apply)

- Application Fee (based on each variance being requested)

- 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

- Accurate Plat of Survey or Preliminary Plat of Subdivision (with legible legal description)

- Preliminary Drawings (if applicable, include the following)
 - 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. Building Elevations (including height)
 - c. Floor Plan
 - d. Preliminary Engineering
 - e. Sign Package – detailed sign dimensions, building façade lengths, property dimensions (size and frontage), landscaping around applicable signs, sign setbacks, sign materials, photometrics/lighting, and sign image.
 - f. Other _____

- Other Supporting Documentation (i.e. photos, etc.)

- Filing Fees for Variances (Additional fees may apply if additional actions are required)
 - \$50.00 Petition for Variance to Building Codes or Ordinances (Except Zoning Ordinance)
 - \$50.00 Appeals

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

PROPERTY INFORMATION

Common Name _____

Address _____

Property Index Numbers (PIN): _____

Existing Land Use _____

Legal Description (Found on Plat)

ZONING

Existing Zoning _____

Surrounding Zoning _____

Property Size _____ (sq. ft./acres)

Building Sizes _____

Surrounding Land Uses _____

PETITIONER INFORMATION

Business/Org. Name _____

Name _____

Title _____

Address _____

City, State, Zip _____

Phone _____

Email _____

Petitioner Status: Owner Lessee Contract Purchaser

PROPERTY OWNER INFORMATION

Business/Org. Name _____

Name _____

Title _____

Address _____

City, State, Zip _____

Phone _____

Email _____

PROJECT DESCRIPTION Please describe your project and give background information.
(Attach sheet if additional space is needed)

REQUIRED SIGNATURES

The undersigned states under oath that he/she/they are the **Legal Owner(s)** of record of the realty described in this Community and Economic Development 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 Community and Economic Development 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 Community and Economic Development 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 Community Development or his/her designee determines that the application is complete, the **petitioner shall submit (1) original plus an electronic copy**. 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 Community and Economic Development 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.

