



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 meets the first and third Wednesday of each month at the Village Hall, 300 Plaza Circle, Mundelein, Illinois. Meetings begin at 7:00 p.m.

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. To schedule a preliminary conference contact Community Development at (847) 949-3282.

Action by Planning and Zoning Commission

The Planning and Zoning Commission shall consider the proposed zoning amendment no more than 60 days of receipt of a complete application. If, in the Planning and Zoning Commission's judgment, the application does not contain sufficient information, the Commission may request additional information. In that event, the 60 day period shall be suspended pending receipt of all requested information and/or the public hearing may be continued. Within 60 days of the close of the public hearing, the Planning and Zoning Commission shall forward to the Village Board its recommendation.

Action by the Village Board

The Village Board shall consider the application within 60 days of receiving the findings of fact and recommendation from the Planning and Zoning Commission. The Village Board may also refer the application back to the Planning and Zoning Commission for further consideration.

Limitations on Denials

No application for an amendment that has been denied by the Village Board shall be reconsidered for a period of one (1) year from that date of denial.

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"
- Analysis or Report justifying requested rezoning
- \$100.00 Application fee
(Additional fees may apply if additional actions are required.)

Additional submittal requirements:

- Affidavit of Notification and Certified Mail receipts, return receipts, and undeliverable envelopes
(See Exhibit A and B. Must be submitted to Community Development prior to public hearing)

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 MAP AMENDMENT: *(Attach sheet if additional space is needed)*

STANDARDS FOR GRANTING A MAP AMENDMENT

The Planning and Zoning Commission recommendation and the Village Board decision on any zoning amendment is a matter of legislative discretion that is not controlled by any particular standard. However, in making their recommendation and decision, the Planning and Zoning Commission and the Village Board shall consider the following standards. The approval of amendments is based on a balancing of these standards. **Please provide a detailed response to each of the following criteria** (*attach additional pages, if necessary*):

- a. The existing use and zoning of nearby property;
- b. The extent to which property values of the subject property are diminished by the existing zoning;
- c. The extent to which the proposed amendment promotes the public health, safety, and welfare of the Village;
- d. The relative gain to the public, as compared to the hardship imposed upon the applicant;
- e. The suitability of the property for the purposes for which it is presently zoned, i.e. the feasibility of developing the property in question for 1 or more uses permitted under the existing zoning classification;
- f. The length of time that a property in question has been vacant, as presently zoned, considered in the context of development in the area where the property is located;
- g. The evidence, or lack of evidence, of community need for the use proposed by the applicant;
- h. The consistency of the proposed amendment with the Comprehensive Plan;
- i. That the proposed amendment will benefit the residents of the Village as a whole, and not just the applicant, property owner(s), neighbors of any property under consideration, or other special interest groups, and the extent to which the proposed use would be in the public interest and would not serve solely on the interest of the applicant;
- j. The extent to which the proposed amendment creates nonconformities;
- k. The trend of development, if any, in the general area of the property in question; and
- l. Whether adequate public facilities are available including, but not limited to, schools, parks, police and fire protection, roads, sanitary sewers, storm sewers, and water lines, or are reasonably capable of being provided prior to the development of the uses, which would be permitted on the subject property if the amendment were adopted.

AFFIDAVIT OF OWNERSHIP AND AUTHORIZATION

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. As owner of the property, I
do hereby authorize _____ (*Printed Name or Not Applicable*) to represent me in the
following Planning and Zoning Commission/Village Board matter, _____
_____ (*Action*).

Signature

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public Signature

Title/Full Corporate Name
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

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 B for sample letter). The notification must be sent USPS Certified Mail, Return Receipt Requested. 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 B

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,

AFFIDAVIT OF NOTIFICATION

(See Exhibit A)

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, return receipt requested, 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