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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.

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.

Petition Submittal

Submit (1) legible copy, no larger than 11" x 17" of the full petition application to Community Development. The petition must be complete with all attachments. Applications and fees can be mailed to Community Development, 300 Plaza Circle, Mundelein, Illinois 60060. Community Development staff will review the application and may request additional materials prior to acceptance.

Internal Department Review

After Community Development accepts the Draft Petition the Fire, Police, Public Works and Engineering, Building Department, and Community Development Divisions will review the proposal and provide comments. Petitioners may be asked to provide additional and/or electronic copies of the petition at this time. Upon review, staff will provide feedback to the petitioner, if applicable. 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 through the public hearing process. 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 to the Village Board 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 3-7  
 (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 (*if applicable*)
  - c. Preliminary Floor Plan (*if applicable*)
  - d. Tree Preservation Plan (*if applicable*)
  - 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

**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 SPECIAL USE** (*Attach sheet if additional space, if necessary*)

\_\_\_\_\_  
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**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 provide a detailed response to each of the following criteria** (*attach additional pages, if necessary*)

- 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.





**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 this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public