

VILLAGE OF HINSDALE
DESIGN REVIEW PERMIT
INSTRUCTIONS AND SUPPLEMENTAL INFORMATION FOR APPLICANT

The information listed here is provided for the benefit of the applicant. This information is not part of the application and should not be submitted to the Village as part of the application.

I. What constitutes a completed application for a design review permit?

1. Thirty (30) copies of the completed application form.
2. Thirty (30) plats of survey for the subject property. These must be drawn to scale and include a legal description for the property. These may be copies; originals are not required.
3. Thirty (30) copies of any architectural, engineering, landscape architect, and any other drawings which support this application.
4. A list of the names and addresses of all property owners within 250 feet, in all directions, of the subject property. The 250 feet is measured from each corner of the property.

After the Village has prepared the legal notice, the applicant/agent must mail by certified mail, “return receipt requested” to each property owner/ occupant. The applicant/agent must then fill out, sign, and notarize the “Certification of Proper Notice” form, returning that form and all certified mail receipts to the Village.

5. Any other information required by the Village Staff, Village Boards, and/or Village Commissions.

II. Important dates to know:

Plan Commission - Meets on the **second Wednesday** of each month

Zoning and Public Safety Committee - Meets on the **fourth Monday** of each month

Board of Trustees - Meets on the **first and third Tuesday** of each month

III. Composition of various Boards and Commissions:

Plan Commission - consists of nine (9) appointed members. These members are appointed by the Village President and confirmed by the Board of Trustees.

Zoning and Public Safety Committee - consists of four (4) members of the Village Board of Trustees.

Board of Trustees - The elected Village President and six trustees. The President casts the deciding vote in the case of a tie vote of the trustees.

IV. What is the time period involved for a design review permit?

1. **Consideration by Staff:** An application for a design review permit must be submitted at least two (2) Fridays prior to consideration by the Plan Commission at its regular meeting. During this time period, Staff will examine the application to determine whether it is complete and complies with all applicable codes and regulations.
2. **Consideration by the Plan Commission:** Within sixty (60) days after submission of a complete and conforming application, the Plan Commission will commence a public hearing. Within forty-five (45) days after the conclusion of the public hearing, the Plan Commission will forward a recommendation to the Board of Trustees.
3. **Consideration by the Zoning and Public Safety Committee:** At its meeting after receipt of the Plan Commission's recommendation of approval or denial, the Zoning and Public Safety Committee of the Board of Trustees will consider the application.
4. **Consideration by the Board of Trustees.** Within sixty (60) days after receipt of a recommendation from the Plan Commission, the Board of Trustees shall take action on the application.

V. Costs involved:

1. Application Fee --

residential application	\$325.00
nonresidential application	\$625.00
sign deposit	\$ 75.00

2. Recoverable Costs --

The costs incurred by the Village in processing an application shall be deemed to consist at least of the following items of direct and indirect expense:

- (a) Legal publication (direct cost);
- (b) Recording Secretarial Services (direct cost);
- (c) Court Reporter (direct cost);
- (d) Document Preparation and Review (hourly salary times a multiplier to be established from time to time by administrative order of the Village Manager at a level sufficient to recover 100 percent of the direct and indirect cost of such service);
- (e) Copy Reproduction (direct cost);
- (f) Document Recordation (direct cost); and
- (g) Inspection Fees (direct cost);
- (h) Professional and technical consultant services (direct cost); and
- (i) Legal review, consultation, and advice (direct cost).

The Village Manager may require an initial escrow amount greater than stated above, depending on the scope and complexity of the particular application. All money collected pursuant to this Section shall be deposited in an application fee escrow. No interest shall be payable on any such escrow.

No application filed pursuant to the Village of Hinsdale Zoning Code shall be considered complete unless and until all fees due pursuant to this Subsection have been paid. Every approval granted and every permit issued pursuant to the Code, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of fees as required.

When the Code provides that the passage of time without decision or action shall be deemed, an approval or a recommendation for approval, all time periods shall be tolled during any period of nonpayment, but shall otherwise continue to run.

The failure to fully pay any such fee when due shall be grounds for refusing to process an application and for denying or revoking any permit or approval sought or issued with respect to the land or development to which the unpaid fee relates.

Should the Village Manager at any time determine that the escrow account established in connection with any application is, or likely to become, insufficient to pay the actual costs of processing such application, the Village Manager shall inform the applicant of that fact and demand an additional deposit in an amount deemed by him to be sufficient to cover foreseeable additional costs. Unless and until such additional amount is deposited by the applicant, the Village Manager may direct that processing of the application shall be suspended or terminated.