



19 East Chicago Avenue
 Hinsdale, Illinois 60521-3489
 (630) 789-7000
 Department of
 Community Development

Plan Commission Application Directions

*The following items must be submitted: **Do not make copies of the directions.**

Submittal: 28, legible copies of the following to be provided on legal (8.5" or 11") ledger (11" x 17") size paper or folded to those sizes:

- Completed Plan Commission Application, including supplementary information which includes building elevations, site plan, landscape plan, traffic study, etc., and the one page certification that must be signed and notarized. One full size copy in also required. Any other drawings shall be folded to aforementioned dimensions. **Please note that larger projects may require a CD-ROM to be submitted with all drawings in PDF Format.**
- Completed standards for approval, relevant to the request, to be submitted at the same time as the basic application.
- Plat of Survey or Site Plan of the subject site drawn to scale. One full size copy (24" x 36") is required in addition.
- One copy of the completed Application for Certificate of Zoning Compliance with \$50 fee (checks made payable to the Village of Hinsdale).
- One copy of Proof of Ownership and, if needed, a letter of authorization.
- Application Fee (See Fee Schedule)

General Information

Applicant must complete ALL sections of the application. Failure to complete any section of the application could result in delay in the consideration of the application. A public hearing will not be scheduled until the application is complete and complies with all applicable sections of the Zoning Ordinance. If a section of this application is not applicable, please write "N/A" in the appropriate area.

*In the case of any application being filed less than two years after the denial of an application seeking essentially the same relief, submit with this application a statement as required by Subsection 11-302-B of the Hinsdale Zoning Ordinance.

Important Boards and Commission meeting dates

<u>Plan Commission</u> 2 nd Wednesday of each month. Consists of 9 members recommending to the ZPS and BOT.	<u>Zoning and Public Safety</u> 4 th Monday of each month. Consists of 4 members of the Village Board.	<u>Board of Trustees</u> 1 st and 3 rd Tuesday of each month. Consists of the Village President and 6 Trustees.
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Please note that a representative familiar with the application must be present at all meetings to present the application.

PROCESS

1) Completed application packets must be submitted at least **30 days prior** to the Plan Commission meeting to the **Staff Secretary/Village Planner**. Staff examines the application to determine whether it is complete and complies with all applicable codes and regulations.

For Map Amendment and Zoning Code Text Amendment, Proceed to Step 2. For Special Use Permit, Design Review Permit, Planned Development, proceed to step 4, For Exterior Appearance & Sight Plan Review, Proceed to Step 6.

2) The Zoning and Public Safety Committee makes a recommendation to the Village Board regarding if the request warrants a public hearing.

3) The Village Board receives the Zoning and Public Safety Committee's recommendation and either concur or disapprove. The Village Board can forward the request to the Plan Commission for the necessary public hearing or can summarily deny the application.

4) The completed application packet is forwarded to the **Plan Commission** for scheduling of a Public Hearing. A public hearing must commence within 60 days of receiving a completed application.

5) Public hearing documentation: Certified mail to all concerned parties within 250 feet.

A) Staff completes necessary legal notice for the required public hearing notice in local paper. Notice must appear not more than 30 (thirty) days and not less than 15 (fifteen) days prior to the hearing date.

B) Applicant places a **visible** Public Hearing sign on the property. Sign must be placed a minimum of fifteen and not more than thirty days prior to the scheduled public hearing. Signs are available in the Community Development Department for a \$90.00 deposit.

NOT REQUIRED FOR ZONING CODE TEXT AMENDMENT

C) Applicant is required to notify all property owners within 250 feet, in all directions, of the subject property. The Public Hearing Notice is prepared by the Village. The 250 feet is measured from each property line of the property. The applicant must mail by **certified mail, “return receipt requested” to each property owner of record.** This mailing must be completed not more than 30 (thirty) days and **not less than 15 (fifteen) days** prior to the hearing date. Information regarding the property owner is available at the applicable township assessor’s office.
NOT REQUIRED FOR ZONING CODE TEXT AMENDMENT



D) The applicant must submit to Village staff prior to the public hearing: 1) list of the names and addresses of all property owners within 250 feet of the subject site, 2) all certified mail receipts and 3) the completed signed and notarized “Certification of Proper Notice” form.
NOT REQUIRED FOR ZONING CODE TEXT AMENDMENT



6) Village staff prepares a report to the **Plan Commission** prior to the public hearing being conducted. The Plan Commission may close the hearing and deliberate that night or continue the hearing and or deliberation to the following month. Within 45 days after the conclusion of the public hearing, the Plan Commission will forward a recommendation to the Zoning and Public Safety Committee or the Board of Trustees.



7) The **Zoning and Public Safety Committee** reviews the Plan Commission’s recommendation and forwards its own recommendation to the Village Board of Trustees.



8) The **Village Board of Trustees** within 60 days of receiving the Plan Commission’s recommendation shall take action on the application. Staff completes the necessary adopting ordinance documents that must be signed by the applicant prior to Board action.

2009 Plan Commission Calendar

Dates and Time Subject to Change

Submittal Deadline	Plan Commission Date
December 12th, 2008	January 14th, 2009
January 9th, 2009	February 11th, 2009
February 6th, 2009	March 11th, 2009
March 6th, 2009	April 8th, 2009
April 10th, 2009	May 13th, 2009
May 8th, 2009	June 10th, 2009
June 5th, 2009	July 8th, 2009
July 10th, 2009	August 12th, 2009
August 7th, 2009	September 9th, 2009
September 11th, 2009	October 14th, 2009
October 9th, 2009	November 11th, 2009
November 6th, 2009	December 9th, 2009
December 11th, 2009	January 13th, 2010



**VILLAGE OF HINSDALE
COMMUNITY DEVELOPMENT
DEPARTMENT**

GENERAL APPLICATION

I. GENERAL INFORMATION

Please Note: You MUST complete and attach all appropriate applications and standards applicable to your specific request to this application.

Applicant

Name: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____

Owner

Name: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____

Others, if any, involved in the project (i.e. Architect, Attorney, Engineer)

Name: _____
Title: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____

Name: _____
Title: _____
Address: _____
City/Zip: _____
Phone/Fax: (____) _____ / _____
E-Mail: _____

Disclosure of Village Personnel: (List the name, address and Village position of any officer or employee of the Village with an interest in the owner of record, the Applicant or the property that is the subject of this application, and the nature and extent of that interest)

- 1) _____
- 2) _____
- 3) _____

II. SITE INFORMATION

Address of subject property: _____

Property identification number (P.I.N. or tax number): ____ - ____ - _____ - _____

Brief description of proposed project: _____

General description or characteristics of the site: _____

Existing zoning and land use: _____

Surrounding zoning and existing land uses:

North: _____

South: _____

East: _____

West: _____

Proposed zoning and land use: _____

Existing square footage of property: _____ square feet

Existing square footage of all buildings on the property: _____ square feet

TABLE OF COMPLIANCE

Address of proposed request: _____

The following table is based on the _____ Zoning District.

	Minimum Code Requirements	Proposed/Existing Development
Minimum Lot Area		
Minimum Lot Depth		
Minimum Lot Width		
Building Height		
Number of Stories		
Front Yard Setback		
Corner Side Yard Setback		
Interior Side Yard Setback		
Rear Yard Setback		
Maximum Floor Area Ratio (F.A.R.)*		
Maximum Total Building Coverage*		
Maximum Total Lot Coverage*		
Parking Requirements		
Parking front yard setback		
Parking corner side yard setback		
Parking interior side yard setback		
Parking rear yard setback		
Loading Requirements		
Accessory Structure Information		

* Must provide actual square footage number and percentage.

Where any lack of compliance is shown, state the reason and explain the Village's authority, if any, to approve the application despite such lack of compliance:

CERTIFICATION

The Applicant certifies and acknowledges and agrees that:

- A. The statements contained in this application are true and correct to the best of the Applicant's knowledge and belief. The owner of the subject property, if different from the applicant, states that he or she consents to the filing of this application and that all information contained in this application is true and correct to the best of his or her knowledge.
- B. The applicant understands that an incomplete or nonconforming application will not be considered. In addition, the applicant understands that the Village may require additional information prior to the consideration of this application which may include, but is not limited to, the following items:
 - 1. Minimum yard and setback dimensions and, where relevant, relation of yard and setback dimensions to the height, width, and depth of any structure.
 - 2. A vehicular and pedestrian circulation plan showing the location, dimensions, gradient, and number of all vehicular and pedestrian circulation elements including rights-of-way and streets; driveway entrances, curbs, and curb cuts; parking spaces, loading spaces, and circulation aisles; sidewalks, walkways, and pathways; and total lot coverage of all circulation elements divided as between vehicular and pedestrian ways.
 - 3. All existing and proposed surface and subsurface drainage and retention and detention facilities and all existing and proposed water, sewer, gas, electric, telephone, and cable communications lines and easements and all other utility facilities.
 - 4. Location, size, and arrangement of all outdoor signs and lighting.
 - 5. Location and height of fences or screen plantings and the type or kind of building materials or plantings used for fencing or screening.
 - 6. A detailed landscaping plan, showing location, size, and species of all trees, shrubs, and other plant material.
 - 7. A traffic study if required by the Village Manager or the Board or Commission hearing the application.
- C. The Applicants shall make the property that is the subject of this application available for inspection by the Village at reasonable times;
- D. If any information provided in this application changes or becomes incomplete or inapplicable for any reason following submission of this application, the Applicants shall submit a supplemental application or other acceptable written statement containing the new or corrected information as soon as practicable but not less than ten days following the change, and that failure to do so shall be grounds for denial of the application; and
- E. The Applicant understands that he/she is responsible for all application fees and any other fees, which the Village assesses under the provisions of Subsection 11-301D of the Village of Hinsdale Zoning Code as amended April 25, 1989.
- F. THE OWNER OF THE SUBJECT PROPERTY AND, IF DIFFERENT, THE APPLICANT ARE JOINTLY AND SEVERALLY LIABLE FOR THE PAYMENT OF THE APPLICABLE APPLICATION FEE. BY SIGNING THE APPLICATION, THE OWNER HAS AGREED TO PAY SAID FEE, AND TO CONSENT TO THE FILING AND FORECLOSURE OF A LIEN AGAINST SUBJECT PROPERTY FOR THE FEE PLUS COSTS OF COLLECTION, IF THE ACCOUNT IS NOT SETTLED WITHIN THIRTY (30) DAYS AFTER THE MAILING OF A DEMAND FOR PAYMENT.

On the _____, day of _____, 2_____, I/We have read the above certification, understand it, and agree to abide by its conditions.

Signature of applicant or authorized agent

Signature of applicant or authorized agent

Name of applicant or authorized agent

Name of applicant or authorized agent

SUBSCRIBED AND SWORN
to before me this _____ day of

_____, _____.

Notary Public

VILLAGE OF HINSDALE

CERTIFICATION OF PROPER NOTICE

REGARDING APPLICATION FOR PUBLIC HEARINGS AND MEETINGS

I, _____, being first duly sworn on oath, do hereby certify that I caused written notice of the filing of my application for a public hearing and or meeting to be given to owners of record of property within 250 feet of any part of the subject property. I further certify that I gave such notice in the form required by the Village (Certified Mail) and that I gave such notice on _____.

Attached is a list of all of the addresses of property to whom I gave such notice and the receipts of mailings.

By: _____

Name: _____

Address: _____

Subscribed and sworn to before me

This _____ day of _____, _____.

By: _____

Notary Public