



Village of Hanover Park
DEVELOPMENT APPLICATION

Property Information	
Address(es): _____ _____	
Zoning District(s): _____	Property Acreage: _____
Parcel Index Number(s) [PIN(s)]: _____	

Application Type	
<input type="checkbox"/> Special Use for Planned Unit Development (P.U.D.): ____ Preliminary Approval ____ Final Approval	<input type="checkbox"/> Map Amendment (Rezone): From: _____ To: _____
<input type="checkbox"/> Planned Unit Development (P.U.D.) – Amendment: ____ Major ____ Minor	<input type="checkbox"/> Zoning Code Text Amendment: Section(s): _____
<input type="checkbox"/> Plat of Subdivision: ____ Preliminary Approval ____ Final Approval	<input type="checkbox"/> Variation(s) to Section(s): _____ _____
<i>For Village Center (VC) Zones Only:</i>	
<input type="checkbox"/> Master Planned Development (M.P.D.)	<input type="checkbox"/> Special Use: For: _____
<input type="checkbox"/> Design Exceptions (indicate number of exceptions): ____ Major ____ Minor	<input type="checkbox"/> Comprehensive Plan Amendment: From: _____ To: _____

Office Use Only (To be completed by Village Staff)	
Application Submission Date: _____	Complete Application Received Date: _____
Date of Public Hearing: _____	Date of Village Board Meeting: _____
Requestor Name: _____	Case Number: _____

Applicant / Contact Person Information

Please identify contact information for the applicant or contact person. Note that village staff will correspond with the applicant throughout the development application process.

Name: _____ Title: _____

Company (if applicable): _____

If the applicant is a corporation or LLC, please provide an Illinois Certificate of Good Standing.

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Property Owner Information

Same information as Applicant / Contact Person.

Name: _____ Title: _____

Company (if applicable): _____

If the property owner is a corporation or LLC, please provide an Illinois Certificate of Good Standing.

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email: _____

Summary of Proposal (use separate sheet if necessary)

Next Steps (Read Before Continuing)

- *Note: Petitioners requesting multiple items (e.g., two Variations, a Special Use and a Map Amendment, etc.) will be required to provide responses below for each request. Note that not all requests have Standards of Review.*

FOR VARIATION REQUESTS

For all other requests, proceed to page 5

Standards of Review (Section 110-4.7)

If you are requesting one or multiple variances, please provide detailed responses to the following questions. An explanation should be given for each question even if no changes are expected.

1. Describe the unique circumstances about this property that require a variation that would not apply to other similar properties or uses in the Village (size, shape, topography, etc of the lot).

2. Describe any changes to be the appearance of the neighborhood due to the requested variation(s).

3. Would the reasons for the requested variation(s) apply to other similar property in the Village?
_____ Yes _____ No (Please explain with either choice)

4. Is the reason for the requested variation(s) solely to make the property more valuable or profitable? _____ Yes _____ No (Please explain with either choice)

5. Is the reason for the requested variation(s) based on a hardship of the owner or caused by a former owner?

6. Will the requested variation(s) be detrimental or cause injury to neighboring property or improvements on that property?

_____ Yes _____ No (Please explain with either choice)

7. Would the requested variation cause neighboring property values to decline, increase risk of fire, or impair the light, air, or view of neighboring properties?

_____ Yes _____ No (Please explain with either choice)

Next Steps (Read Before Continuing)

➤ *If there are no other requests, proceed to page 7.*

**FOR PLANNED UNIT DEVELOPMENT (P.U.D.),
SPECIAL USE, REZONING, AND/OR
COMPREHENSIVE PLAN AMENDMENT REQUESTS**

For all other requests, including Text Amendments, Master Planned Developments, and Design Exceptions, proceed to page 7.

Standards of Review (*Sec. 110-4.2, Sec. 110-4.5, Sec. 110-4.6, and Sec. 110-4.8*)

If you are requesting any of the items listed above, please provide detailed responses to the following questions. An explanation should be given for each item requested even if no changes are expected.

1. Describe the anticipated effect of the individual request(s) on the public health, safety, morals, comfort, and general welfare.

2. Describe the anticipated effect of the individual request(s) on neighboring property values and the use and enjoyment of surrounding properties.

3. Describe whether the individual request(s) will prevent the development or improvement of neighboring properties.

4. Describe how adequate utilities, access roads, drainage, and any other facilities infrastructure will be provided with the individual request(s).

5. Describe how access to the site will be provided and how it will affect traffic volumes and patterns on adjoining streets.

6. Are there any other requests in conjunction with the selected individual request(s)?

7. Describe those actions and improvements to taken to reduce adverse effects on neighboring property.

ZONING COMPLIANCE TABLE

Please add the applicable zoning compliance table to your site plan for Variance, Special Use, and Planned Unit Development Requests.

<i>For Residential-Zoned Properties</i> - Add lines for any additional requested variances.			
	Requirement	Proposed	Variance Requested
Minimum Lot Size			
Minimum Lot Width			
Maximum Lot Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Corner Side Yard			
Minimum Rear Yard			
Curb Cuts			
<i>If project is Multi-Family Residential, please include:</i>			
Density / Net Acre			
Distance Between Buildings			
Number Parking Spaces			
<i>For Non-Residential-Zoned Properties</i> - Add lines for any additional requested variances.			
	Requirement	Proposed	Variance Requested
Minimum Lot Size			
Minimum Lot Width			
Maximum Lot Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Corner Side Yard			
Minimum Rear Yard			
Drive-thru Stacking Spaces			
<i>Requirements for off-street parking lots:</i>			
Number of Parking Spaces			
Depth of the Landscape Bed which Screens the Parking Lot			
# of Parking Lot Shade Trees			

APPLICATION CHECKLIST

Staff may request physical copies of any documents, including up to 5 full sized plan sets.			
<i>Required</i>	<i>Received</i>	<i>For Applications other than Text Amendments</i>	
		Completed Application (this form)	Make sure all applicable pages are completed.
		Illinois Certificate of Good Standing	If the applicant and/or property owner is a corporation or LLC
		Public Hearing Fee	See the Fee schedule on page 9.
		Publication Fee	Due before the Village Board Meeting.
		Title Policy, Alta (if available), & Proof of Ownership documents	1 physical and 1 electronic copy ²
		Legal Description	Typed electronic copy ²
		List of Taxpayers of Record within 250 ft of property (excluding right-of-way)	Available from Township Assessors
		Plat of Survey ¹	
		Site Plan	
		Zoning Compliance Table	Insert zoning compliance table onto the Site Plan.
		Landscape Plan ³	
		Building Elevations Plan	
		Photometric Plan	
		Engineering Plan	
		Project Narrative	
		Preliminary/Final Plan/Plat	
		Master Planned Development (MPD) Regulating Plan (VC)	
		Project Phasing Plan	
		IDNR Agency Action Report ⁴	Original report submitted by applicant to the Illinois Department of Natural Resources.
		Land Use Opinion Application ⁴	Request from Kane-DuPage or North Cook Soil and Water Conversation Districts.
<i>Required</i>	<i>Received</i>	<i>For Text Amendment Applications</i>	
		Completed Application (this form)	Make sure all applicable pages are completed.
		Public Hearing Fee	See the Fee schedule on page 9.
		Publication Fee	Due before the Village Board Meeting.

¹ Plat of Survey should be prepared by a licensed Illinois land surveyor.

² Electronic submittal should be via email, drop-box, or on a flash drive (not a CD)

³ Landscape Plan should be prepared by a licensed Landscape Architect

⁴ Copies of the IDNR Agency Action Report and Land Use Opinion Application are available from the Community and Economic Development Department and online.

Note: Additional materials such as building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information **may be required** to clearly explain the request.

FINAL PLAT

Consult the checklist in the Application Guide and/or these sections (Chapter 90 Subdivision Regulations, with attention to Section 90-64 & Section 90-123 Preliminary Plan Requirements and Section 90-64 & Section 90-126 Final Plat Requirements)

Prior to placing a request for Final Plat on a Village Board agenda, the applicant shall provide:

- Application form and fees
- Final Plat mylar with all the signatures (*except those by the Mayor, Village Clerk, and County*)
- Final Engineering Drawings
- Engineer's Estimate of Probable Cost
- Memorandum of Acceptance by the Village Engineer
- Financial Guarantee/Letter of Credit, in the name of the subdivider
- Proof of payment for Fee-in-lieu for Schools, Library, and Park District
- Declaration for new Property Owner Association will be approved by the Village Attorney

FEE SCHEUDLE

Applicants are required to pay a separate public hearing fee for any of the requests listed below. ***In addition, a publication fee is required per Section 18-207 for publication in a Paper of Record.*** The publication fee must be paid in full to the Village by the petitioner before Village Board consideration.

<i>Comprehensive Plan Amendment:</i>	No charge
<i>Annexation:</i>	\$1,200 plus \$75 per acre
<i>Planned Unit Development or Master Planned Development (VC):</i>	\$1,125
<i>Subdivision (per plat):</i>	\$1,125 (plus \$200 per acre over 5 acres)
<i>Map Amendment (Rezoning):</i>	\$525
<i>Zoning Ordinance Text Amendment (per section):</i>	\$525
<i>Variance (Improved Residential) or Minor Design Exception (VC):</i>	\$225 per variance requested
<i>Variance (All other Requests) or Major Design Exception (VC):</i>	\$525 per variance requested
<i>Special Use (for each):</i>	\$750
<i>Out of Pocket expenses: Per Municipal Code Sec. 18-207</i>	Any out-of-pocket fees (except staff time) including but not limited to: engineering fees, court report charges/transcripts, publication fees legal fees and consultant expenses as deemed appropriate. Escrow deposit may be required.
<i>Public Notice Mailing --</i> The Petitioner is responsible for a certified mailing to taxpayers-of-record within 250 ft of the property (not including ROW width). The Village will provide the letter and the legal notice to be mailed. Proof of mailing is due back to Village prior to the Hearing. <i>(Note, the Village will post a sign on the property as further means of public notice)</i>	

Development Application Resources

If you need assistance regarding any items required in this form, please refer to these resources.

<p style="text-align: center;">Staff Assistance</p> <p>Community & Economic Development Inspectional Services Department Public Works Department Village Engineer</p>	<p style="text-align: center;">Phone</p> <p>(630) 823-5780 (630) 823-5860 (630) 823-5700 (630) 823-5650</p>
<p style="text-align: center;">Development Requests</p> <ul style="list-style-type: none"> ○ Comprehensive Plan Amendment ○ Special Use ○ Planned Unit Development (PUD) ○ Variation ○ Text Amendment & Rezoning ○ Subdivision ○ Village Center Requests 	<p style="text-align: center;">Municipal Code Section</p> <p>Section 110-4.2 Section 110-4.5 Section 110-4.6 Section 110-4.7 Section 110-4.8 Chapter 90 and Section 110-4.6 Section 110-9.7.</p>

PROPERTY OWNER AUTHORIZATION

I / We certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief.

I certify that I am responsible for application fees, publishing costs, and all out-of-pocket expenses costs for this project per Sec. 18-207. - Land use development fees and expenses. *If applicant is responsible for paying fees, see below.*

Signature of Property Owner	Date
Property Owner Name (Please Print)	Title

CONFIRMATION OF APPLICATION REQUIREMENTS

I / We certify that I / We have completed the following:

- Read the applicable code sections pertaining to my / our request(s),
- Reviewed the *Development Application Procedures & Requirements* document, and have
- Submitted a complete application based on those requirements.

I / We certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief. I / We acknowledge that the submittal of an incomplete application may result in delays in the application review process and public hearing date.

I certify that I am responsible for application fees, publishing costs, and all out-of-pocket expenses costs for this project per Sec. 18-207. - Land use development fees and expenses. *If property owner is responsible for paying fees, see above.*

Signature of Applicant	Date
Applicant Name (Please Print)	Title