



Village of Hanover Park
DEVELOPMENT APPLICATION

Property Information
Address(es): _____ _____
Zoning District(s): _____
Property Area (Sq. ft. and/or Acreage): _____
Parcel Index Number(s) [PIN(s)]: _____

Application Type	
<input type="checkbox"/> Planned Unit Development (P.U.D.): _____ Preliminary Approval _____ Final Approval <input type="checkbox"/> Planned Unit Development (P.U.D.) – Amendment: _____ Major _____ Minor <input type="checkbox"/> Plat of Subdivision: _____ Preliminary Approval _____ Final Approval <input type="checkbox"/> Comprehensive Plan Amendment: For: _____	<input type="checkbox"/> Map Amendment (Rezone): From: _____ To: _____ <input type="checkbox"/> Zoning Text Amendment: Sections: _____ <input type="checkbox"/> Variation(s): To: _____ <input type="checkbox"/> Special Use: For: _____

Office Use Only (To be completed by Village Staff)	
Application Submission Date: _____	Complete Application Receival 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: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

I certify, I am responsible for application fees and publishing costs of this project.

Signature: _____ Date: _____

Property Owner Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Same information as Applicant / Contact Person.

Summary of Proposal (use separate sheet if necessary)

Next Steps (Read Before Continuing)

- For Text Amendment only applications, please complete the *Application Checklist* (page 8) and *Authorization* section (page 10).
- For Variation only applications, skip to the *Variation Details* section (page 5).
- For all other requests or combination of requests, please complete the *P.U.D., Rezoning, Special Use, Map Amendment, and/or Comprehensive Plan Amendment Details* section below.
- **Note: *Petitioners requesting one or more items from both sections above will be required to provide responses for both Detail sections.***

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

Standards of Review (*Section 110-4.2, Section 110-4.5, Section 110-4.6, and Section 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.

Next Steps (Read Before Continuing)

- If you are also applying for a variation or multiple variations, please complete the *Variation Details* section (page 5).
- Otherwise complete the *Application Checklist* section (page 8) and *Authorization* section (page 10) to complete the application.

FOR VARIATION REQUESTS

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)

- For all development requests, please complete the *Application Checklist* (page 8).
- ***When all necessary information has been entered and checked for accuracy, please fill in the Authorization section to complete the application.***

ZONING COMPLIANCE TABLE

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

Add additional lines for any Code Requirements for which you request a variance.

<i>For Residential-Zoned Properties</i>			
	Requirement	Proposed	Variance
Minimum Lot Size			
Minimum Lot Width			
Maximum Lot Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
<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>			
	Requirement	Proposed	Variance
Minimum Lot Size			
Minimum Lot Width			
Maximum Lot Coverage			
Maximum Building Height			
Minimum Front Yard			
Interior Side Yard			
Exterior Side Yard			
Minimum Rear Yard			
Drive-through Stacking Spaces <i>(if applicable)</i>			
<i>Requirements for off-street parking lots:</i>			
Number Parking Spaces			
Depth of the Landscape Bed Screening the Parking Lot			
Number of Shade Trees in the Parking Lot			
Width of Off-Street Parking Landscape Islands			

APPLICATION CHECKLIST

Please add a checkmark next to each material that is required for your request(s) to confirm that all appropriate materials are included in your submittal.		
<input checked="" type="checkbox"/>	<i>Development Applications for Special Use, Variance, P.U.D., Rezoning, Preliminary Plan / Final Plat, and/or Comprehensive Plan Amendment</i>	
	Completed Application (this form)	Make sure pages 3-18 have been completed as applicable.
	Public Hearing Fee	See the Fee schedule on page 2.
	Publication Fee	Due before the Village Board Meeting.
	Title Policy	1 copy of your Proof of Ownership document
	Legal Description	Provide in Microsoft Word on a Physical CD
	List of Taxpayers of Record within 250 ft of property (not including ROW width)	1 physical and 1 electronic copy
	Plat of Survey*	7 full-sized physical copies & a 11x17 electronic copy
	Site Plan	7 full-sized physical copies & a 11x17 electronic copy
	Zoning Compliance Table	Insert zoning compliance table onto the Site Plan.
	Landscape Plan **	7 full-sized physical copies & a 11x17 electronic copy
	Building Elevations Plan	7 full-sized physical copies & a 11x17 electronic copy
	Photometric Plan	7 full-sized physical copies & a 11x17 electronic copy
	Engineering Plan	3 full-sized physical copies & a 11x17 electronic copy
	Project Narrative	7 8.5"x11" physical copies & a 8.5"x11" electronic copy
	Preliminary Plan / Final Plat of Subdivision (<i>Only for Plat of Subdivision applications</i>)	7 full-sized physical copies & 11x17 electronic copy
	IDNR Agency Action Report***	Original report submitted by applicant to the Illinois Department of Natural Resources.
	Land Use Opinion Application*** (<i>Only for Properties in DuPage County</i>)	Original report submitted by applicant to the Kane-DuPage Soil and Water Conversation District
<input checked="" type="checkbox"/>	<i>For Text Amendment Applications</i>	
	Completed Application (this form)	Make sure pages 3, 4 & 18 have been completed.
	Public Hearing Fee	See the Fee schedule on page 2.
	Publication Fee	Due before the Village Board Meeting.

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

** Landscape Plan should be prepared by a licensed Landscape Architect

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

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

PRELIMINARY PLAN / FINAL PLAT

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

Prior to placing a request for approval of 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
- Proof of payment for Fee-in-lieu for Schools, Library, and Park District

RESOURCES

Development Application Resources

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

Staff Assistance	Phone
Community & Economic Development	(630) 823-5780
Inspectional Services Department	(630) 823-5860
Public Works Department	(630) 823-5700
Village Engineer	(630) 823-5650
Development Requests	Municipal Code Section
Comprehensive Plan Amendment	Section 110-4.2
Special Use	Section 110-4.5
Planned Unit Development (PUD)	Section 110-4.6
Variation	Section 110-4.7
Text Amendment & Rezoning	Section 110-4.8
Subdivision	Chapter 90

Fee Schedule

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 18-155.c which is based on the cost of publication and length of legal description.*** The publication fee must be paid in full to the Village by the petitioner before Village Board consideration. Refer to code sections above for more information.

<i>Comprehensive Plan Amendment:</i>	No charge
<i>Planned Unit Development:</i>	\$1,125
<i>Subdivisions and Re-subdivisions:</i>	\$1,125 (plus \$200 per acre over 5 acres)
<i>Map Amendment (Rezoning):</i>	\$525
<i>Zoning Ordinance Text Amendment:</i>	\$525
<i>Variance (Resident Request):</i>	\$225 per variance requested
<i>Variance (All other Requests):</i>	\$525 per variance requested

PLEASE COMPLETE THE REQUIRED SECTIONS BELOW

AUTHORIZATION OF APPLICATION

Please fill out the fields below to authorize this application.

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.

Signature of Property Owner / Date

Property Owner Name (Please Print)

Signature of Applicant / Date
(if different than property owner)

Applicant Name (Please Print)

Signature of Trust Officer / Date
(if applicable)

Trust Officer Name (Please Print)

CONFIRMATION OF APPLICATION REQUIREMENTS

Please fill out the fields below to confirm that you have reviewed the application requirements and are submitting a completed application.

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 acknowledge that the submittal of an incomplete application may result in delays in the application review process and public hearing date.

Signature of Applicant / Date

Applicant Name (Please Print)