



600 Harvest Gate
Lake in the Hills, IL 60156

(847) 960-7440
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www.lith.org

VILLAGE OF LAKE IN THE HILLS

APPLICATION FOR DEVELOPMENT PLAN APPROVAL

I. INTRODUCTION

The following instructions are presented to help you in preparing your application in the most complete form possible for presentation before the Village. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

In preparing the application, the petitioner should consult with the Village's Zoning Ordinance, Subdivision Control Ordinance or applicable Planned Development Ordinance to ensure conformity with all regulatory requirements. Questions regarding these documents or any requirements contained therein should be directed to the Community Development Department.

This request involves a three-phase procedure that first requires staff review and recommendation of the plans, followed by a Planning and Zoning Commission review and recommendation, and ultimately the Village Board of Trustees decision. This process generally takes between 60 to 90 days to complete. Please allow yourself ample time prior to construction to begin the application process.

This packet contains:

- ~ Checklist of required submittals
- ~ Fee schedule
- ~ Description of the process
- ~ Procedural checklist
- ~ Application form

If you have any questions, please contact the Community Development Department at 847-960-7440.

II. APPLICANT'S CHECKLIST

- _____ Application form
- _____ Fees paid (see fee schedule below)
- _____ Plat of survey
- _____ Development Plan

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

III. FEE SCHEDULE

- A. A non-refundable filing fee is required, upon application, for a Development Plan:

\$ 500.00 plus \$10.00 per acre

- B. In the event it is necessary for the Village to obtain professional services (i.e. legal, planning or engineering) or incur miscellaneous expenses (i.e. postage, advertising expenses) in connection with the request, the petitioner shall reimburse the Village for all expenses incurred plus five percent (5%) to cover the Village's administrative expenses. Before the review of any plans, a reimbursement of fees agreement must be completed and submitted to the Village along with a check for the required amount. Please refer to Section 44.03 (code attached) of the Lake in the Hills Municipal Code for further information regarding the reimbursement of expenses.

IV. REVIEW PROCESS

When the Community Development Department receives your application and required submittals, the staff will check the materials for completeness. If completed, the applicant will then be asked to submit the required number of copies to the Community Development Department. Plans are distributed to staff for review and once the plans are in substantial compliance with the applicable regulations the request will be scheduled for the next available Planning and Zoning Commission agenda. You will be notified of this date as soon as it is determined.

All Development Plans must be reviewed by the Planning and Zoning Commission. The Commission is a group of citizens who make recommendations to the Village Board on zoning and planning related matters. The Commission meets in the Lake in the Hills Village Hall located at 600 Harvest Gate. All meetings begin promptly at 7:30 P.M. in the Board Room on the date assigned by the Community Development Department (*see attached 2008 Lake in the Hills Meeting Schedule*). A recommendation is forwarded to the Village Board, who makes the final decision.

V. PROCEDURAL CHECKLIST

- 1. Applicant submits one set of application and required submittals. Community Development Department checks for completeness.
- 2. Applicant submits 15 copies of the complete application and required submittals.
- 3. Plans are distributed to staff for review to ensure compliance with applicable ordinances and polices. Staff comments are gathered and sent to Applicant.
- 4. Applicant submits 32 copies of the revised development plans.
- 5. Planning and Zoning Commission meeting is held. The Commission makes a recommendation to the Village Board on the requested action.
- 6. The Village Board considers the requested action and makes the final decision.
- 7. If the requested action is approved by the Village Board, the applicant may then apply for any required building permits.



VILLAGE OF LAKE IN THE HILLS
DEVELOPMENT PLAN APPLICATION FORM

Date: _____

Project Name: _____

Parcel Identification Number: _____ Acreage: _____

Location: _____ Current Zoning
Classification: _____

Applicant's Name & Firm: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Engineer's Name & Firm: _____

Address: _____

Phone: _____ Fax: _____

Email Address: _____

Property Owner(s) Name(s): _____

Address: _____

Phone: _____ Fax: _____

Relationship of Applicant to Owner: _____

Applicant signature: _____

Property Owner(s) signature(s): _____

Property Owner(s) signature(s): _____

If property is held in a trust, Trust Officer's signature _____

Also attach letter from Trust Officer naming all beneficiaries of the trust.



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A Development Plan should contain the following:

- A. A survey of the property showing existing features of the property, including specimen trees, structures, streets, easements, utility lines and existing land use.
- B. A development plan showing (if applicable):
 - 1. Proposed land uses, population densities and building intensities.
 - 2. Proposed circulation pattern, indicating both public and private streets and off-street parking spaces and access drives with dimensions.
 - 3. Proposed parks, playgrounds, school sites and other open spaces.
 - 4. A market analysis and fiscal impact analysis of any proposed commercial use, if the property is not zoned for commercial purposes at the time of submittal of the preliminary development plan.
 - 5. Delineation of the units to be constructed in progression, if any.
 - 6. Traffic impact analysis of the immediate and surrounding property (if determined by the Village).
- C. A schedule for the development of units to be constructed in progression and a description of the design principles for buildings and streetscapes; tabulation of total number of acres in the project and the percent thereof designated for various uses; the number of dwelling units proposed by type of dwelling for each unit of the development; estimated residential population by type of dwelling for each unit of the development; proposed retail sales by unit and economic justification; anticipated timing for each unit and standards for height; open space, parking area and parking spaces, lot coverage, land in streets, floor area ratio, population density and public improvements proposed for each unit of the development whenever the applicant proposes an exception from the standard zoning district or other ordinance regulations governing development. The applicant shall provide an itemized list of exceptions by unit and by zoning district, when exceptions are requested by the applicant from the standard zoning district.
- D. Signage details including design, location, height and size.



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- E. A schedule for development concerning the proposed parks, playgrounds, school sites and other open spaces; and the party or parties responsible for developing the proposed parks, playgrounds, school sites and other open spaces.
- F. Lighting details including a photometric plan.
- G. Preliminary building plans, including floor plans, exterior elevations and outline specifications of type of building materials, type of wall and roof construction, type of pavement and surfacing materials including proposed colors.
- H. Landscaping plans including type and size of plant materials and their arrangement.
- I. Preliminary engineering plans, including site grading, street improvements, drainage and public water, sanitary sewer and storm sewer extensions, as necessary. The water service lines shall be shown to any buildings. The domestic and fire service lines shall be separate.
- J. A development schedule indicating:
 - 1. The approximate date when construction of the project is expected to begin;
 - 2. The stages in which the project will be built and the approximate date when construction of each stage is expected to begin;
 - 3. The anticipated rate of development;
 - 4. The approximate date when the development of each stage will be completed; and
 - 5. The area and location of common open space that will be provided at each stage of development.
- K. An inventory and evaluation of all significant environmental features of the site including, but not limited to, lakes, streams, ponds, marshes, soil conditions, mineral deposits, including sand and gravel, floodplains and wooded areas. The evaluation shall include any limitation resulting from natural conditions on the site that would restrict the development of the site permitted generally under this Zoning Code.
- L. A written statement containing a detailed explanation of the size and character of the planned development and the manner in which it has been planned to:



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1. Take advantage of the provisions of this Section 25;
Conserve the significant natural features of the site; and
 2. Avoid, or otherwise overcome, any natural limitations of the site.
- M. Agreements, bylaws, provisions and/or covenants that will govern the use, maintenance and continued protection of the planned development and any of its common open areas, streets, parking facilities or other facilities and improvements.

CHAPTER 44
ZONING AND ANNEXATION FEES

- 44.01 Zoning
- 44.02 Annexations
- 44.03 Reimbursement of Fees
- Exhibit A Reimbursement of Fees Agreement

44.01 **ZONING**

A non-refundable filing fee is required for any petition for a variation, zoning map amendment, conditional use permit, or text amendment. The filing fees shall be as follows:

A petition for a variation in a residential zoning district shall be \$100.00;

All other petitions shall be as follows:

Non-Residential Variation	Up to 2 acres \$250 More than 2 acres \$500
Zoning Map Amendment	Up to 2 acres \$500; More than 2 acres \$500 plus \$10 for each additional acre
Conditional Use Permit	Up to 2 acres \$500; More than 2 acres \$500 plus \$10 for each additional acre
Text Amendment	\$500

All petitions require a \$75.00 public sign deposit which shall be refunded upon return of the sign to the Village.

Any other expense or deposit required of the petitioner shall be paid in addition to the filing fee, including the cost associated with staff review time of the petition as described in Section 44.03 of this Chapter.

44.02 **ANNEXATIONS**

The fees and contributions to annex property to the Village of Lake in the Hills shall be in accordance with Section 1-4 of the Lake in the Hills Subdivision Control Ordinance.

REIMBURSEMENT OF FEES

A. **ESCROW DEPOSIT:** In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon any annexation, zoning change, subdivision development, planned development or other improvement or development upon real property, then the petitioner and owner of the property shall be jointly and severally liable for the payment of such professional fees and any direct expenses plus five percent (5%) to cover the Village's administrative expenses. In addition, the Petitioner shall reimburse the Village for the cost per work hour, plus five percent (5%) to cover administrative expenses, for the time spent by each Village staff member to participate in meetings, visit the site, review plans, prepare reports, conduct inspections and participate in any other activity pertaining to review of the application. At the time a petition is filed or at such time as a proposal is made requiring staff review or the Village to obtain professional services the petitioner shall be required to deposit a sum equal to the following "initial escrow" formula with the Village as an initial deposit to be credited against fees and costs incurred for the above described services.

Initial Escrow Formula:

1. For land not exceeding five acres, the sum of \$2,000.00.
2. For land exceeding five acres, the sum of \$2,000.00 plus \$100.00 for each acre or part thereof in excess of five acres.
3. The Village Administrator shall have the authority to increase or decrease the initial escrow amount based upon the estimated fees which will be incurred for the project.

B. **INVOICES:** The Village shall send the petitioner regular invoices to replenish the escrow account. Petitioner shall reimburse the Village within 30 days of said invoice. At all times the petitioner shall maintain a surplus balance in the escrow account in an amount as determined by the Village Administrator.

C. There shall be no staff review or meetings by any Village officials until the escrow deposit has been made.

D. WITHDRAWAL OF PETITION: A petitioner who withdraws a petition may apply in writing to the Village for a refund of his or her initial deposit. The Village Administrator may, in his or her discretion, approve the refund application after all fees and expenses which have been incurred have been paid.

E. PROFESSIONAL FEES: Any professional or Village staff review fees incurred as a direct or indirect result of the petitioner, owner or their agent requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with this Chapter 44.03 if, in the discretion of the Village, a professional review or opinion is desired.

F. DEFAULT: Upon the failure of the owner or petitioner to reimburse or to establish or replenish an escrow account no action on any request made by the owner or petitioner will be undertaken by the Board of Trustees, or by any other official, quasi-official or deliberative individual or body thereunder; and such request shall remain in abeyance until all outstanding fees are paid in full. Upon any failure to reimburse or to establish or replenish an escrow account with the Village in accordance with this Chapter 44 the Village may, in its discretion, elect to place a lien against any real property associated with the petitioner's request. Such lien shall be in an amount equal to the outstanding amount owed to the Village.

G. ASSIGNING AUTHORITY: The Village President and Board of Trustees and the designated Village staff members are hereby authorized to assign requests for professional services to the Village staff or to consultants as deemed appropriate by the Village President or designated Village staff.

H. REIMBURSEMENT OF DIRECT EXPENSES: The petitioner or owner shall reimburse the Village for any direct expenses incurred by professional service providers as a result of reviewing the petitioner or owner's request. Direct expenses shall include but are not limited to reproduction costs, telephone calls, mileage or other similar expenses.

I. REMEDIES: The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.

J. AGREEMENT: At the time the petitioner requests action from the Village he or she will be required to execute a reimbursement of fees agreement, in substantial conformity with

Exhibit A of this Chapter 44, with the Village.

K. REFUND: Any surplus funds in the escrow account of the petitioner or owner shall be returned upon written request by the petitioner and/or owner.

L. PENALTY: Any person, firm or corporation violating any provision of Section 44.03 herein shall be subject to one or more of the following penalties, said penalties being cumulative and in addition to any other penalties or liens which may be imposed:

1. A fine of not less than \$25.00 nor more than \$500.00 for each offense, and a separate offense shall be deemed committed on each day during or on which a separate violation occurs or continues.
2. "Stop Work Orders" may be issued by the Village until the petitioner complies with the requirements of the ordinance. No work shall be done while the stop work order is in effect.
3. The Village may withhold the issuance of Certificates of Occupancy until the petitioner or owner complies with the requirements of Section 44.03 herein.

EXHIBIT A

VILLAGE OF LAKE IN THE HILLS
REIMBURSEMENT OF FEES AGREEMENT

Village of Lake in the Hills Account No. _____

PROJECT NAME: _____

NAME OF OWNER: _____

Address: _____

Telephone number: _____ Days _____ Evenings

NAME OF PETITIONER: _____

Address: _____

Telephone Number: _____ Days _____ Evenings

INVOICES SHOULD BE MAILED TO: _____

Address: _____

LOCATION OF PROPERTY: _____

Address and General Location: _____

Parcel Identification Number: _____

Total Acreage: _____

By signing this Agreement the petitioner and/or owner acknowledge that each of them has read Chapter 44 of the Lake in the Hills Municipal Code and each of them fully understands and agrees to comply with the terms set forth therein. Further, by signing below, each signatory warrants that he or she possesses full authority to so sign.

The owner and/or petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in applicable sections of Chapter 44 of the Lake in the Hills Municipal Code, and as referred to hereinabove.

Petitioner

Date: _____

Owner

Date: _____

OFFICE USE ONLY:

Initial Escrow Amount Received \$ _____ on ___/___/___

Copies of Agreement forwarded to:

____ Village Administrator ____ Village Attorney
____ Village Engineer ____ Planning Consultant
____ Director of Community Development
____ Director of Public Works
____ Village Collector
____ Other _____

*Recodified June 28, 2001
Amended November 13, 2003
Amended January 22, 2008*



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Established number of copies to be submitted

	Initial Submittal (Staff Review)	Revisions (Staff & Planning and Zoning Commission Review)
Sketch Plan Review	15 copies	35 copies
Tentative Plat	17 copies	37 copies
Preliminary Engineering and supporting information	17 copies	37 copies
Preliminary Landscape Plan	17 copies	37 copies
Final Plat	17 copies	37 copies
Final Engineering	8 copies	8 copies
Final Landscape Plan	17 copies	37 copies
Development Plan	15 copies	35 copies

- ◆ **The Director of Community Development or designee reserves the right to change the required number of plans.**



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Meeting & Application Deadline Dates

Planning & Zoning Commission Meetings 7:30 p.m. at Village Hall, 600 Harvest Gate	Submittal deadline for complete applications
January 16, 2012	December 9, 2011
February 13, 2012	January 13, 2012
March 12, 2012	February 10, 2012
April 16, 2012	March 16, 2012
May 14, 2012	April 13, 2012
June 18, 2012	May 18, 2012
July 16, 2012	June 15, 2012
August 13, 2012	July 13, 2012
September 17, 2012	August 17, 2012
October 15, 2012	September 14, 2012
November 13, 2012	October 12, 2012
December 17, 2012	November 16, 2012

Zoning applications submitted in conjunction with a required Tentative Plat or Development Plan may take longer to review and therefore the deadline dates listed about may be effected. Plans must be in substantial compliance with Village ordinances and polices before submittal to the Planning and Zoning Commission. The applicant should consult with the Director of Community Development regarding the timeframes for these submittals.

The Director of Community Development also reserves the right to limit the number of public hearings at a given Commission meeting.