

**VILLAGE OF MOUNT PROSPECT
ZONING APPLICATION PACKET
COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION**

50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 818-5328
Fax: (847) 818-5329



Revised May 2016

Typical Zoning Request Review Process

The typical zoning request review process is a four-phase procedure consisting of 1) a pre-application meeting with staff, 2) submittal of a complete application packet for review, 3) a public hearing before the Planning and Zoning Commission, and 4) review by the Village Board for final action. Depending on the nature of the requested actions, the process can be expected to take 12 – 16 weeks from the time an initial application is submitted through final action by the Village's Board of Trustees. The process is outlined below:

Phase I: Pre-application Meeting

It is highly recommended that applicants schedule a meeting with the Village's Planning Division prior to formally submitting an application. This meeting is used to discuss the feasibility of the proposal and obtain a level of familiarity with Village requirements and procedures.

Phase II: Application Submission and Staff Review

Applicants submit their complete application packets (items listed on the submission requirements checklist). The documentation will be reviewed by Village staff and comments regarding the submittal will be forwarded to the applicant. Revisions to the information may be required prior to scheduling for a public hearing.

Phase III: Planning and Zoning Commission Public Hearing

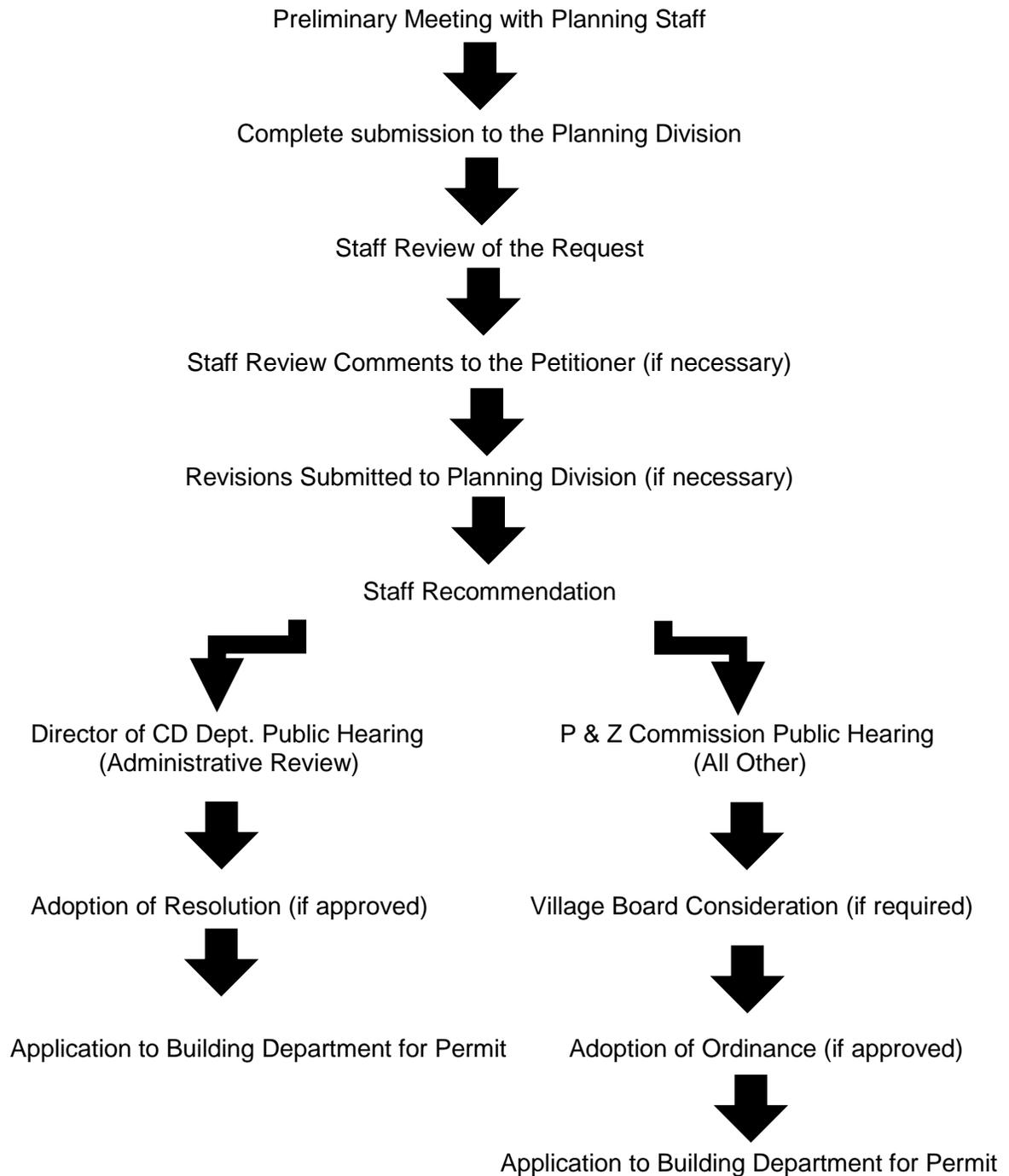
The Planning & Zoning Commission (P&Z) conducts a public hearing to review the request. The applicant and staff are present at the meeting to answer questions the commission may have regarding the application. All persons desiring to express an opinion regarding the petition are given an opportunity to be heard at the meeting. For certain applications, the P&Z may be the final determining body for the request. For others, the P&Z will make a recommendation to the Village Board of Trustees for their review and action.

Phase IV: Village Board of Trustees Action

Upon receipt of the P&Z recommendation, the Village's Board of Trustees may grant, deny or modify the petition by majority vote. If the P&Z does not recommend approval of the applicant's request, a positive vote by a super majority is required for approval of the request [a minimum of 5 Trustees if all 7 are present, or 4 Trustees when less than 7 are present].

Please Note – *The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny a petition lies solely with the Village Board of Trustees, Planning and Zoning Commission or Director of Community Development depending on the request. If you have any questions about the process, please contact the Department of Community Development's Planning Division at (847) 818-5328.*

Zoning Request Review Process



Zoning Ordinance Fee Schedule

Conditional Uses

1. All individual lot single family requests	\$250.00
2. Other properties less than one (1) acre.....	\$250.00
3. Other properties greater than one (1) acre and less than five (5) acres.....	\$500.00
4. Other properties greater than five (5) acres and less than ten (10) acres.....	\$1,250.00
5. Other properties greater than ten (10) acres and less than fifteen (15) acres.....	\$1,500.00
6. Other properties greater than fifteen (15) acres.....	\$2,500.00

Variations

1. All individual lot single family requests	\$250.00
2. Other properties less than one (1) acre.....	\$250.00
3. Other properties greater than one (1) acre	\$500.00

Zoning Map Amendments (Rezoning)

1. Properties less than one (1) acre	\$250.00
2. Properties greater than one (1) acre and less than five (5) acres	\$500.00
3. Properties greater than five (5) acres and less than ten (10) acres	\$1,250.00
4. Properties greater than ten (10) acres and less than fifteen (15) acres	\$1,500.00
5. Properties greater than fifteen (15) acres	\$2,500.00

Other Requests

1. Text Amendment.....	\$500.00
2. Appeal	\$250.00
3. Modification to an approved PUD requiring P&Z approval.....	\$250.00
4. Special Hearing Fee (all requests)	\$500.00
5. Zoning Compliance Review Fee	
a. All individual lot single family requests	\$50.00
b. All other	\$150.00
6. Development Code Exception.....	\$250.00

Standards

Conditional Use

No conditional use shall be recommended for approval by the planning and zoning commission unless it finds:

1. That the establishment, maintenance, or operation of the conditional use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;
2. That the conditional use will not be injurious to the uses and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood in which it is to be located;
3. That the establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;
4. That adequate public utilities, access roads, drainage and/or necessary facilities have been or will be provided;
5. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;
6. That the proposed conditional use is not contrary to the objectives of the current Comprehensive Plan for the Village; and
7. That the conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Planning & Zoning Commission.

Zoning Map Amendment

When a map amendment is proposed the Planning & Zoning Commission shall make findings based upon the evidence presented to it in each specific case with respect to, but not limited to, the following matters:

1. Compatibility with existing uses in the general area of the Subject Property;
2. Compatibility with the zoning classification of property's within the general area of the Subject Property;
3. The suitability of the Subject Property with regards to the uses permitted under the property's existing zoning classification;
4. Consistency with the trend of development in the general area of the Subject Property, including changes that have occurred under the existing zoning classification;
5. The compatibility of the surrounding property with the permitted uses listed in the proposed zoning classification;
6. The objectives of the current Comprehensive Plan for the Village and the impact of the proposed amendment on the said objectives;
7. The suitability of the property in question for permitted uses listed in the proposed zoning classification.

Variation

A variation from the zoning regulations shall not be granted or recommended for approval by the Planning and Zoning Commission unless findings of fact based on evidence are made in each specific case that affirm the following standards:

1. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a specific hardship to the owner would result, as distinguished from a mere inconvenience if the strict letter of the regulations was to be applied;
2. The conditions upon which an application for a variation are based are unique to the property for which the variation is sought and are not generally applicable to other property within the same zoning classification;
3. The purpose of the variation is not based primarily upon a desire to increase financial gain;
4. The alleged difficulty or hardship is caused by this Chapter and has not been created by any person presently having an interest in the property;
5. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
6. The granting of the variation will not alter the essential character of the neighborhood; and
7. The proposed variation will not impair an adequate supply of light and air to adjacent property or substantially increase the congestion of the public streets, or increase the danger of fire, or impair natural drainage or create drainage problems on adjacent properties, or endanger the public safety, or substantially diminish or impair property values within the neighborhood.

Zoning Text Amendment

When a text amendment is proposed, the planning and zoning commission shall make findings based upon the evidence presented to it in each specific case with respect to, but not limited to, the following matters:

- 1) The degree to which the proposed amendment has general applicability within the village at large and not intended to benefit specific property.
- 2) The consistency of the proposed amendment with the objectives of this chapter and the intent of the applicable zoning district regulations.
- 3) The degree to which the proposed amendment would create nonconformity.
- 4) The degree to which the proposed amendment would make this chapter more permissive.
- 5) The consistency of the proposed amendment with the comprehensive plan.
- 6) The degree to which the proposed amendment is consistent with village policy as established in previous rulings on petitioners involving similar circumstances.

SUBMISSION REQUIREMENTS CHECKLIST

Please note zoning applications will not be reviewed until all of required items have been satisfactorily submitted to the Planning Division. Incomplete submittals will not be accepted. It is strongly suggested you schedule an appointment with the Planning Division before the application deadline so that materials can be reviewed for accuracy and completeness.

	ITEM	QUANTITY
<input type="checkbox"/>	1. Zoning Request Application (pages 7-9)	5 - Administrative Conditional Use for Front Porch 15 - Variations less than 25% of Code Requirement 20 - All Other (Must include original application)
<input type="checkbox"/>	2. Application Fee(s)	1 - Check made payable to the Village of Mount Prospect
<input type="checkbox"/>	3. Proof of Ownership (e.g. warranty deed, etc...)	1 - Copy
<input type="checkbox"/>	4. Affidavit of Ownership (page 11)	1 - Original
<input type="checkbox"/>	5. Paid receipt of the most recent tax bill	1 - Copy
<input type="checkbox"/>	6. Document indicating intent to buy or lease	1 - Copy
<input type="checkbox"/>	7. Responses to applicable standards (pages 4-5)	5 - Administrative Conditional Use for Front Porch 15 - Variations less than 25% of Code Requirement 20 - All Other
<input type="checkbox"/>	8. Plat of Survey dated within six months of submission	5 - Administrative Conditional Use for Front Porch 15 - Variations less than 25% of Code Requirement 20 - All Other
<input type="checkbox"/>	9. Plans (drawn to scale): a. Site Plan, including a zoning data box with the existing and proposed building setbacks, floor area, overall lot coverage, and parking; b. Building Elevations (existing and proposed); c. Floor Plans (existing and proposed); d. Engineering Plans; e. Landscape Plan and Tree Preservation Plan; f. Photometric Plan; g. Sign Drawings; h. Traffic Study, if required; i. List of all current tenants and vacant space if a multi-tenant building. Include square feet of each unit; and j. Other Information, as determined necessary by the Village Staff.	5 - Administrative Conditional Use for Front Porch 15 - Variations less than 25% of Code Requirement 20 - All Other
	10. Legal Description saved as a Microsoft Word file	1 - Original
<input type="checkbox"/>	11. Compact Disc (CD) or USB with all items listed above	1
IMPORTANT INFORMATION FOR SUBMISSION		
<input type="checkbox"/>	All required items, including plans, shall be folded not to exceed 8 ½" x14" in area.	
<input type="checkbox"/>	All required plans/drawings shall indicate the following basic information: a. Name of development/project; b. Property address; c. Date of preparation and any subsequent revisions; d. Scale, both in numerals and graphic; and e. North arrow.	
<input type="checkbox"/>	All items should be collated and secured into complete packets prior to submittal.	

VILLAGE OF MOUNT PROSPECT

Community Development Department – Planning Division
50 S. Emerson Street
Mount Prospect, Illinois 60056
Phone: (847) 818-5328
Fax: (847) 818-5329



Zoning Request Application

OFFICIAL USE ONLY (To be completed by Village Staff)

Case Number: P&Z - _____ - _____ Date of Submission: _____ Hearing Date: _____
Development Name/Address: _____

I. SUBJECT PROPERTY

Address(es): _____
Zoning District (s): _____ Property Area: _____ Sq.Ft.
Parcel Index Number(s) (PIN): _____
Adjacent Zoning Districts: _____ Adjacent Land Uses: _____
To the North: _____ To the North: _____
To the South: _____ To the South: _____
To the East: _____ To the East: _____
To the West: _____ To the West: _____

II. ZONING REQUEST(S) (Check all that apply)

- Conditional Use: For _____
- Variation(s): From Chapter 14, Section(s) _____
- Zoning Map Amendment: Rezone From _____ to _____
- Zoning Text Amendment: Section(s) _____
- Other: _____

Official Use Only (To be completed by Village Staff): Administrative, P&Z Final, Village Board Final

III. SUMMARY OF REQUESTED ACTION(S)

Hours of Operation: _____

IV. APPLICANT (all correspondence will be sent to the applicant)

Name:	_____	Corporation:	_____
Interest In Property:	_____		
	(e.g. owner, buyer, developer, lessee, architect, attorney, etc...)		
Address:	_____		
Work Phone:	_____	Cell Phone:	_____
Fax:	_____		Email: _____

V. PROPERTY OWNER

<input type="checkbox"/> Check if Same as Applicant			
Name:	_____	Corporation:	_____
Address:	_____		
Work Phone:	_____	Cell Phone:	_____
Fax:	_____		Email: _____

VI. EXISTING SITE INFORMATION

Building Size:	_____	Sq.Ft.
Tenant Space Size:	_____	Sq.Ft.
Land Use:	_____	
Building Setbacks: (N)	_____	Feet, Inches
(S)	_____	Feet, Inches
(E)	_____	Feet, Inches
(W)	_____	Feet, Inches
Lot Coverage: (Overall Impervious)	_____	Sq.Ft.
Parking Provided:	_____	Standard
	_____	Accessible

VII. PROPOSED SITE INFORMATION

Building Size:	_____	Sq.Ft.
Tenant Space Size:	_____	Sq.Ft.
Land Use:	_____	
Building Setbacks: (N)	_____	Feet, Inches
(S)	_____	Feet, Inches
(E)	_____	Feet, Inches
(W)	_____	Feet, Inches
Lot Coverage: (Overall Impervious)	_____	Sq.Ft.
Parking Provided:	_____	Standard
	_____	Accessible

VIII. DEVELOPMENT/PROJECT PROFESSIONALS

1. Developer Name:	_____		
Address:	_____	Email:	_____
Phone:	_____	Fax:	_____
2. Architect Name:	_____		
Address:	_____	Email:	_____
Phone:	_____	Fax:	_____
3. Engineer Name:	_____		
Address:	_____	Email:	_____
Phone:	_____	Fax:	_____

4. Landscape Architect Name: _____		
Address: _____	Email: _____	
Phone: _____	Fax: _____	
5. Surveyor Name: _____		
Address: _____	Email: _____	
Phone: _____	Fax: _____	
6. Attorney Name: _____		
Address: _____	Email: _____	
Phone: _____	Fax: _____	

In consideration of the information contained in this petition as well as all supporting documentation, it is requested that approval be given to this request. The applicant is the owner or authorized representative of the owner of the property. The petitioner and the owner of the property grant employees of the Village of Mount Prospect and their agent's permission to enter on the property during reasonable hours for visual inspection of the subject property.

I hereby affirm that all information provided herein and in all materials submitted in association with this application are true and accurate to the best of my knowledge.

Applicant: _____ Date: _____
 (Signature)

 (Print Name)

If applicant is not property owner:

I hereby designate the applicant to act as my agent for the purpose of seeking the zoning request(s) described in this application and the associated supporting material.

Property Owner: _____ Date: _____
 (Signature)

 (Print Name)

THIS PAGE IS INTENTIONALLY LEFT BLANK

