



Village of Mount Prospect  
 Community Development Department  
 50 S. Emerson Street  
 Mount Prospect, Illinois 60056  
 Phone: (847) 818-5328

## Zoning Request Application

<b>Official Use Only (To be completed by Village Staff)</b>	
Case Number: P&Z - _____ - _____	Date of Submission: _____ Hearing Date: _____
Project Name/Address: _____	

<b>I. Subject Property</b>
Address(es): _____
Zoning District (s): _____ Property Area (Sq.Ft. and/or Acreage): _____
Parcel Index Number(s) (PIN(s)): _____

<b>II. Zoning Request(s) (Check all that apply)</b>
<input type="checkbox"/> Conditional Use: For _____
<input type="checkbox"/> Variation(s): To _____
<input type="checkbox"/> Zoning Map Amendment: Rezone From _____ To _____
<input type="checkbox"/> Zoning Text Amendment: Section(s) _____
<input type="checkbox"/> Other: _____

<b>III. Summary of Proposal (use separate sheet if necessary)</b>

<b>IV. Applicant (all correspondence will be sent to the applicant)</b>
Name: _____ Corporation: _____
Address: _____
City, State, ZIP Code: _____
Phone: _____ Email: _____
Interest in Property: _____ (e.g. owner, buyer, developer, lessee, architect, etc...)

V. Property Owner	
<input type="checkbox"/> Check if Same as Applicant	
Name: _____	Corporation: _____
Address: _____	
City, State, ZIP Code: _____	
Phone: _____	Email: _____

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 or Type 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 or Type Name)



# Submission Requirements Checklist

Submit one original (1) set of the information listed below:

	ITEM
<input type="checkbox"/>	1. Zoning Request Application (pages 1-2)
<input type="checkbox"/>	2. Affidavit of Ownership (page 3)
<input type="checkbox"/>	3. Proof of Ownership (e.g. warranty deed, etc...)
<input type="checkbox"/>	4. Paid receipt of the most recent tax bill
<input type="checkbox"/>	5. Document indicating intent to buy or lease
<input type="checkbox"/>	6. Responses to applicable standards (pages 5-6)
<input type="checkbox"/>	7. Plat of Survey that accurately reflects current conditions
<input type="checkbox"/>	8. Plans (drawn to scale): <ul style="list-style-type: none"> <li>a. Site Plan, including a zoning data box with the existing and proposed building setbacks, floor area, overall lot coverage, and parking;</li> <li>b. Building Elevations (existing and proposed);</li> <li>c. Floor Plans (existing and proposed);</li> <li>d. Engineering Plans;</li> <li>e. Landscape Plan and Tree Preservation Plan;</li> <li>f. Photometric Plan;</li> <li>g. Sign Drawings;</li> <li>h. Traffic Study, if required;</li> <li>i. List of all current tenants and vacant space if a multi-tenant building. Include square feet of each unit; and</li> <li>j. Other Information, as determined necessary by the Village Staff.</li> </ul>
<input type="checkbox"/>	9. Legal Description saved as a Microsoft Word file
<input type="checkbox"/>	10. USB Flash Drive or compact disc (CD) with all items listed above
<input type="checkbox"/>	11. Application Fee(s) (page 7)

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: <ul style="list-style-type: none"> <li>a. Name of development/project;</li> <li>b. Property address;</li> <li>c. Date of preparation and any subsequent revisions;</li> <li>d. Scale, both in numerals and graphic; and</li> <li>e. North arrow.</li> </ul>

**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.**

## Standards

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**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.

**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 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.

## **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.

# Fee Schedule

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## 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

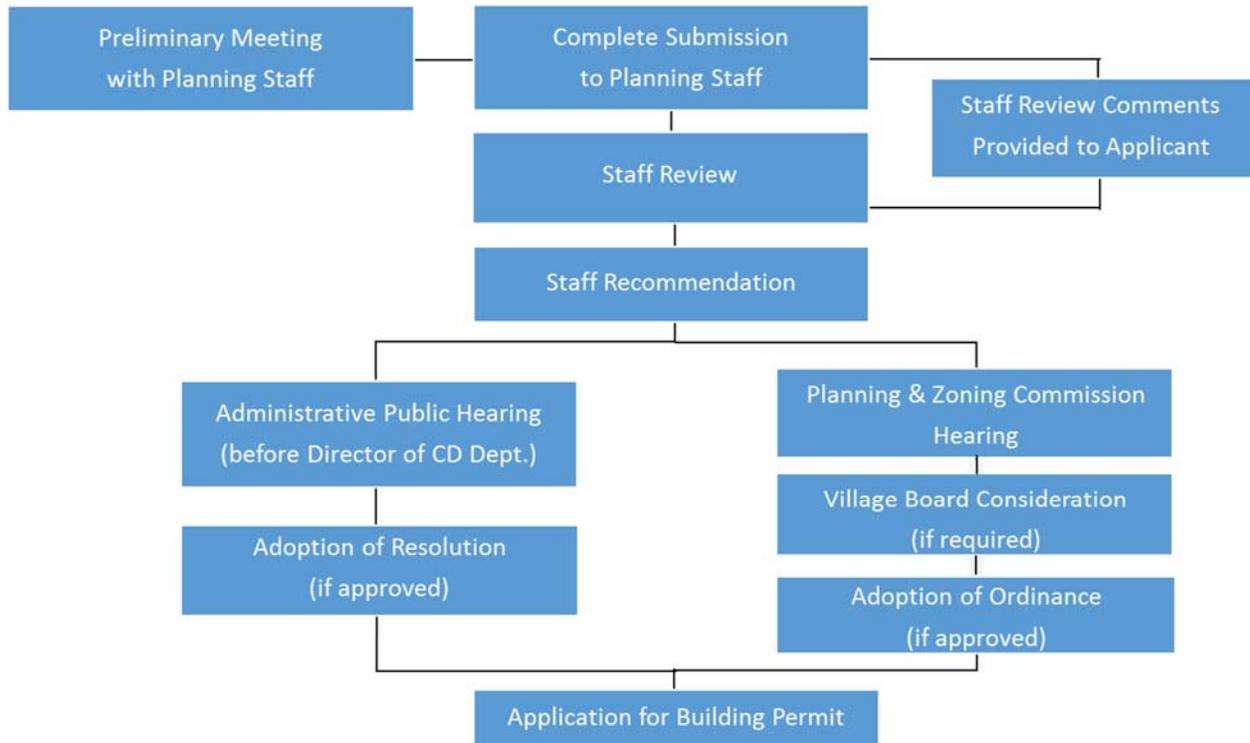
## Zoning Map Amendments (Rezoning)

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

# Zoning Request Application Process



The typical zoning request application process consists of 1) a pre-application meeting with staff, 2) submittal of a complete application packet for review, and 3) a public hearing before either the Director of Community Development or the Planning and Zoning Commission, and 4) Village Board for final action, if required. The process can be expected to take 12 – 16 weeks from the time a complete application is submitted through final action by the Village’s Board of Trustees. A summary of 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 complete application packets (items listed on the submission requirements checklist). The submission 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: Administrative or Planning and Zoning Commission Public Hearing

A public hearing either before the Director of Community Development or the Planning & Zoning (P&Z) Commission takes place to review the request. The applicant and staff are present at the public hearing to answer questions. All persons desiring to express an opinion regarding the petition are given an opportunity to be heard at the meeting. For certain applications, the Director of Community Development or 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.