



APPLICATION FOR ZONING REQUEST(S)

This application is required for these requests:

Zoning Change, Variation, Conditional Use Permit, Planned Unit Development and/or Subdivision

Property Address:

Application Date:

Applicant Name:

Applicant Address:

Applicant Email:

Applicant Phone:

Owner Name:

Owner Address:

Owner Email:

Owner Phone:

If petitioner is a corporation, at the public hearing, an attorney must represent the Petitioner.

CONTRACTOR INFORMATION:

	Contact and Firm	Phone Number	Email
Attorney			
Civil Engineer - Transportation			
Civil Engineer - Stormwater			
Architect			
Landscape Architecture			
Other (Specify)			

VILLAGE OF LAKE VILLA - APPLICATION FOR ZONING REQUEST(S)

Application Request(s) *(check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Conditional Use Permit |
| <input type="checkbox"/> Zoning Variation | <input type="checkbox"/> Planned Unit Development |
| | <input type="checkbox"/> Subdivision |

Existing Zoning of Property:

Reason for Request(s):

Intended Use(s):

Permanent Index Number (PIN) *(List all PINs relevant to the request)*

Legal Description: Attach legal description to this application and represent that they are the (owner) (contract purchaser) (lessee) of the following described real estate-to-wit.

Physical Location of the Property *(attach separate sheets if more space is required)*

Assessed Valuation for the last three tax years:

YEAR	ASSESSED VALUATION

Notes to Applicant / Petitioner:

- *Application requirements may be waived by the Village of Lake Villa depending on the scope of the request.*
- *All Planned Unit Developments (PUDs) are a Conditional Use.*



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REQUIRED APPLICATION MATERIALS

- Zoning Change (Map Amendment): Complete sections 1 - 2
- Zoning Variation: Complete sections 1 - 2
- Conditional Use Permit: Complete sections 1 - 4
- Planned Unit Development (PUD): Complete sections 1 – 5
- Land Subdivision: Complete Sections 1 – 3 and 6

Section 1: Requirements for all Applications:

	Required	Submitted
Current evidence of title to property, purchase contract or lease agreement.	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Concurrence from present property owners if different from petitioner(s). Letter from owner must show owner's name, address and present phone number.	<input type="checkbox"/>	<input type="checkbox"/>
Plat of Survey with square footage of property, all existing buildings and structures shown and specifically located.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the area for which the change is requested.	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan of subject property, scaled and dimensioned, illustrating proposed changes and all property and improvements within 300 feet of subject property (include north arrow and scale)	<input type="checkbox"/>	<input type="checkbox"/>
Indicate which portion, if any of subject property is flood plain or wetland – attach documentation	<input type="checkbox"/>	<input type="checkbox"/>

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Section 2: RELIEF FROM ZONING CODE if applicable) (Section 10-3C-1)

In Conjunction with an application for a Zoning Change, Zoning Variation or Planned Unit Development (PUD)

Provide the current and proposed requirements for all requested zoning relief. These may include requests for relief from use, lot area, yard, bulk or other exceptions. Indicate the requested relief and list the current zoning requirement and the proposed zoning requirement.

Table 3: Zoning Regulations	Current Zoning Requirement	Proposed Zoning Requirement	Variance or Relief Requested
Use			<input type="checkbox"/>
Lot Size Minimum Area			<input type="checkbox"/>
Lot Size Minimum Width			<input type="checkbox"/>
Minimum Front Yard Setback			<input type="checkbox"/>
Minimum Rear Yard Setback			<input type="checkbox"/>
Total Side Yard Minimum Setback			<input type="checkbox"/>
Minimum Setback Abutting a Street			<input type="checkbox"/>
Minimum Setback Abutting a Residential or AG Zone			<input type="checkbox"/>
Maximum Lot Coverage			<input type="checkbox"/>
Maximum Floor Area Ratio			<input type="checkbox"/>
Maximum Height of Principal Use			<input type="checkbox"/>
Maximum Height of Accessory Use			<input type="checkbox"/>

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Section 3: RELIEF FROM RESIDENTIAL DISTRICT STANDARDS (Section 10-3C-4 and 10-3C-5)

Residential District Standards for Prior Zones (R1, R2, SR1, SR2, SR3, SR4) (if applicable)

Table 4: Residential District Standards for Prior Zones	Current Zoning Requirement	Proposed Zoning Requirement	Exceptions Requested
Maximum Open Space Ratio*			<input type="checkbox"/>
Maximum Gross Density			<input type="checkbox"/>
Maximum Net Density			<input type="checkbox"/>
Minimum Site Area (Sq Ft)			<input type="checkbox"/>
Maximum Floor Area Ratio			<input type="checkbox"/>
Maximum Impervious Surface Ratio			<input type="checkbox"/>

*OPEN SPACE: Land which is required by this title to remain as undeveloped and used for recreation, resource protection, or amenity purposes. Open space lands shall be freely accessible to all residents of the development. Open space land shall not be occupied by nonrecreational buildings, roads, road rights of way, or parking areas for nonrecreational uses. Land located within the yards or lots of residential and/or nonresidential properties is not considered open space.

*OPEN SPACE RATIO (OSR): The proportion of a site consisting of open space calculated using the base site area.

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Section 4: **CONDITIONAL USE PERMIT REQUIREMENTS**

§ 10-4-4

	Table 1: Conditional Use Permit Submission Requirements	Required	Submitted
A	<p>Site Plan of the proposed site and of the surrounding area within three hundred feet (300') of the site.</p> <p><i>Show the location of and name of all streets, easements, and railroad or utility rights-of-way; the location of any subdivided lands; and the location of any parks, other public open spaces or uses, residences, or other permanent structures.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
B	A drawing showing the proposed development of the site (site plan).	<input type="checkbox"/>	<input type="checkbox"/>
C	Narrative description of how the project conforms to the General Requirements in 10-4-4.	<input type="checkbox"/>	<input type="checkbox"/>

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Section 5: PLANNED UNIT DEVELOPMENT

Preliminary Plan Submission Requirements (§10-9-1.8)

Notes to Applicant / Petitioner: The initial public hearing for a Planned Unit Development will not be scheduled until all requirements have been satisfactorily completed as determined by the Village Administrator.

Table 2: Preliminary PUD Plan Submission Requirements		Required	Submitted
A	A written letter of intent from the applicant describing the applicant's intention for developing the site.	<input type="checkbox"/>	<input type="checkbox"/>
B	A topographic survey.	<input type="checkbox"/>	<input type="checkbox"/>
C	A location map.	<input type="checkbox"/>	<input type="checkbox"/>
D	General site information. Data regarding site conditions, land characteristics, general land use, zoning, available community facilities and utilities, existing covenants, and other related general information about land uses within one-fourth (1/4) mile of the proposed site perimeter.	<input type="checkbox"/>	<input type="checkbox"/>
E	Conceptual plan. A scaled drawing of the site, in simple sketch form, showing the proposed location and extent of the land uses, major streets, lots, and other features as they are related to the site. Drawings should be shown to scale and dimensioned for key features.	<input type="checkbox"/>	<input type="checkbox"/>
F	Conceptual structures. Sketches depicting the general architecture and massing of buildings and structures on the site, and information depicting the architecture and massing of buildings and structures adjacent to the site. Include the scale and measurements of buildings, setbacks, natural features, and right of way.	<input type="checkbox"/>	<input type="checkbox"/>
G	Legal description. A plat of survey and legal description (within 5 years) of the site proposed for development prepared by a land surveyor licensed by the state of Illinois.	<input type="checkbox"/>	<input type="checkbox"/>
H	Tentative plans for water supply, sewage disposal, surface drainage, open space, and other public facilities and improvements.	<input type="checkbox"/>	<input type="checkbox"/>
I	Fiscal impact study comparing the projected tax revenue generated by the project and the added costs for public services	<input type="checkbox"/>	<input type="checkbox"/>
J	School impact study indicating the number of new students generated by the project. This information will be used in the fiscal impact study.	<input type="checkbox"/>	<input type="checkbox"/>
K	Traffic impact study indicating the daily and peak traffic generation by the project.	<input type="checkbox"/>	<input type="checkbox"/>
L	Market study to evaluate the economic feasibility of the proposed development, including market acceptance of the proposed development products, comparative alignment and market absorption. The market study shall be prepared by a qualified, independent market research firm.	<input type="checkbox"/>	<input type="checkbox"/>

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	Table 2: Preliminary PUD Plan Submission Requirements	Required	Submitted
M	A construction activities plan	<input type="checkbox"/>	<input type="checkbox"/>
N	Financial information including a copy of lender's commitment; MAI appraisals on the existing site and after development completion, certificate of no delinquent taxes; and financial pro forma.	<input type="checkbox"/>	<input type="checkbox"/>
O	Proposed covenants to govern the use and maintenance of the development	<input type="checkbox"/>	<input type="checkbox"/>
P	A narrative description of the planned development describing: the intent and desired effect of the development; the manner in which the development has been planned to take advantage of the flexibility of the planned development regulations; the superior benefits that would accrue to the residents/users of the development; all relief sought from the standard application of district requirements in conjunction with project.	<input type="checkbox"/>	<input type="checkbox"/>
Q	Proof of ownership and evidence of unified control.	<input type="checkbox"/>	<input type="checkbox"/>
R	A development schedule indicating:	<input type="checkbox"/>	<input type="checkbox"/>
S	Submission and approval of all applicable plans and materials required in the village's watershed development regulations and tree preservation regulations.	<input type="checkbox"/>	<input type="checkbox"/>
T	A description of the materials to be used in the construction of buildings and structures.	<input type="checkbox"/>	<input type="checkbox"/>

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Section 6: PLAT OF SUBDIVISION

Subdivision Submission Requirements (§ 11-2-2) (if applicable)

Notes to Applicant / Petitioner: The initial public hearing for a Preliminary Plat of Subdivision will not be scheduled until all requirements have been satisfactorily completed as determined by the Village Administrator.

Table 5: Subdivision Submission Requirements		Required	Submitted
Stage 1: Concept Plan			
	<p>Concept Plan, submitted by the developer to the plan commission at a conference, is intended to familiarize the developer with requirements; eliminate, wherever possible, major revisions of the preliminary plat; and classify the subdivision as "major" or "minor".</p> <p>If the plan commission determines it appropriate, the concept plan shall also be reviewed and approved by the village planner. Those classified as "minor subdivisions" may proceed directly to the third or final plat stage.</p> <p>Concept Plan shall show:</p>	<input type="checkbox"/>	<input type="checkbox"/>
1	Boundaries of the property to be subdivided;	<input type="checkbox"/>	<input type="checkbox"/>
2	Land characteristics such as natural drainage, swamp areas, wooded areas, and ridges;	<input type="checkbox"/>	<input type="checkbox"/>
3	Development characteristics such as surrounding streets, existing structures and available utilities;	<input type="checkbox"/>	<input type="checkbox"/>
4	Proposed layout of streets, blocks and lots	<input type="checkbox"/>	<input type="checkbox"/>
5	Proposed location of business, park and other nonresidential areas;	<input type="checkbox"/>	<input type="checkbox"/>
6	Existing easements and covenants affecting the property.	<input type="checkbox"/>	<input type="checkbox"/>
	Location Sketch , shall show the relationship of the proposed subdivision to traffic arteries, public transportation, municipal utilities, schools and churches.	<input type="checkbox"/>	<input type="checkbox"/>

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Stage 2: Preliminary Plat or Plan		
	Preliminary Plat or Plan , shall show the lot and street configuration, as well as the proposed landscape improvements, and shall conform with the agreements reached in the concept plan conference.	<input type="checkbox"/>
	Copies of the plat or plan , and all other supporting documents, shall be submitted in ten (10) copies, and shall be drawn at a scale of one inch to one hundred feet (1" = 100'), unless a different scale is approved at the concept plan conference.	<input type="checkbox"/> Copies Req: _____
	Title And Certificate	<input type="checkbox"/>
	Description of Existing Conditions:	
1	Boundary Lines	<input type="checkbox"/>
2	Easements	<input type="checkbox"/>
3	Streets	<input type="checkbox"/>
4	Utilities	<input type="checkbox"/>
5	Elevations	<input type="checkbox"/>
6	Physical Conditions: The water elevation at the date of survey of adjoining lakes, watercourses, marshes and bogs, and areas subject to inundation, and a graphic representation and notation of the high-water marks of such; wooded areas and isolated preservable trees one foot (1') or more in diameter.	<input type="checkbox"/>
7	Manmade Features: Houses, barns, and other structures; other constructed features.	<input type="checkbox"/>
8	Conditions On Adjacent Land: All of the requirements of plat preparation shall apply equally to the site being subdivided and to all land within three hundred feet (300') of its boundaries	<input type="checkbox"/>
9	Location Map: A drawing, one thousand feet (1,000') to five thousand feet (5,000') per inch showing the location of the subdivision, and indicating its relationship to traffic arteries, community facilities, railroads, and other nonresidential land uses or adverse influence within a radius of two (2) miles.	<input type="checkbox"/>
10	Proposed Public Improvements: Highways or other major improvements planned by public authorities for future construction on or near the tract	<input type="checkbox"/>
11	Subsurface Conditions: Depth of groundwater unless test pits are dry at a depth of eight feet (8'); location and results of any tests made to ascertain subsurface soil and rock conditions.	<input type="checkbox"/>

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12	Percolation Tests: Percolation tests data shall be submitted for all subdivisions to be served by individual sewage disposal systems.	<input type="checkbox"/>	<input type="checkbox"/>
13	Application Form: Preliminary plan application form.	<input type="checkbox"/>	<input type="checkbox"/>
14	Site Capacity Calculations: Site capacity calculations.	<input type="checkbox"/>	<input type="checkbox"/>
15	Natural Resources: Lake County natural resources opinion.	<input type="checkbox"/>	<input type="checkbox"/>
16	Endangered Species Report: Illinois Department of Natural Resources, Endangered Species Report (if required by another agency).	<input type="checkbox"/>	<input type="checkbox"/>
17	Archaeological Survey: Archaeological survey (if required by other agency).	<input type="checkbox"/>	<input type="checkbox"/>
18	Phase One Environmental Audit: Phase one environmental audit (if required or otherwise available).	<input type="checkbox"/>	<input type="checkbox"/>
19	Wetland Reports: All correspondence or reports relating to wetlands, such as U.S. Army Corps of Engineers and IDOT Division of Water Resources.	<input type="checkbox"/>	<input type="checkbox"/>
20	Traffic Management Studies: All correspondence and reports relating to traffic management such as traffic studies, or correspondence to or from IDOT or Lake County Division of Transportation.	<input type="checkbox"/>	<input type="checkbox"/>
21	Stormwater Detention Calculations: Stormwater detention calculations.	<input type="checkbox"/>	<input type="checkbox"/>
22	Percolation Tests: Percolation tests if on site sewage disposal systems are to be utilized.	<input type="checkbox"/>	<input type="checkbox"/>
23	Preliminary Plat or Plan Requirements: Preliminary plats or plans shall include the following: (A) Preliminary plat or plan. (B) Preliminary utility plan. (C) Existing natural resource plan. (D) Natural resources protection plan. (E) Preliminary landscaping plan.	<input type="checkbox"/>	<input type="checkbox"/>
24	Water Study Report: Water study report demonstrating adequate water supply.	<input type="checkbox"/>	<input type="checkbox"/>
25	Sanitary Sewer Capacity Report demonstrating adequate capacity for both transportation and treatment of sewage.	<input type="checkbox"/>	<input type="checkbox"/>
26	Fiscal Impact Study: Fiscal impact study, if required by the plan commission.	<input type="checkbox"/>	<input type="checkbox"/>
	Proposals of The Subdivision:		
1	Name Of Subdivision: The subdivision name shall be original and not duplicate, or be substantially similar to, any existing Lake County subdivision.	<input type="checkbox"/>	<input type="checkbox"/>
2	Streets: Unduplicated names, right of way and roadway widths, similar data for alleys, if any.	<input type="checkbox"/>	<input type="checkbox"/>
3	Easements: Location, width and purpose.	<input type="checkbox"/>	<input type="checkbox"/>
4	Lot Lines: Location and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>

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5	Sites: Location and use of any site to be used for other than single-family residential.	<input type="checkbox"/>	<input type="checkbox"/>
6	Setback: Minimum building setback lines.	<input type="checkbox"/>	<input type="checkbox"/>
7	Site Data: A tabulation of gross area, street area, other dedicated area, net subdivided area, number of lots and linear feet of street.	<input type="checkbox"/>	<input type="checkbox"/>
8	Elevations: Proposed contours of the finished subdivision, where different from existing contours, in the same detail used for existing elevations.	<input type="checkbox"/>	<input type="checkbox"/>
9	Engineering Plans and Drawings: (1) Engineer: Whenever improvements covered by this subsection are required in the development of a subdivision, an engineer shall prepare all plans and specifications.	<input type="checkbox"/>	<input type="checkbox"/>
10	Utilities: Where the preliminary plat contains Village and/or utility easements, the plat shall be approved by an authorized employee of the Village or of the relevant utility companies attesting to the suitability of said easements for the purpose shown.	<input type="checkbox"/>	<input type="checkbox"/>
11	Review Agencies: Immediately upon the filing of a preliminary plat or plan, the plat officer shall forward one copy to each of the following: (1) Village zoning officer. (2) Village engineer. (3) Health officer (where applicable). (4) Village planner.	<input type="checkbox"/>	<input type="checkbox"/>