

Village of Round Lake Community Development

Development Packet



442 N. Cedar Lake Rd.
Round Lake, IL 60073
www.eroundlake.com
(847) 546- 0963 Phone
(847) 546-1872 Fax

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Process Overview

Petitions are to be filed with the Community Development Department.

STEP 1: PRE- APPLICATION MEETING:

Although this step is optional, we highly recommend the Petitioner schedule a meeting with staff to discuss the feasibility of the proposed petition.

STEP 2: PETITION PACKET SUBMITTAL:

Completed Application Packet and supporting documentation returned to the Community Development Department.

STEP 3: STAFF REVIEW:

Upon receipt of a completed petition packet, staff will conduct a review and contact Petitioner with any questions. Petitioner will address any concerns and resubmit, if required. Once approved by staff, a Plan Commission/ Zoning Board of Appeals (PCZBA) meeting date will be set and the petitioner will be notified of meeting date.

STEP 4: LEGAL NOTICE:

The Village's Zoning Ordinance requires notification for public hearings before the PCZBA. This includes mailing all property owners within 250 feet of the subject property written notice of the public hearing, posting a public hearing sign on the property, and publication of the public hearing notice in one of the local newspapers no sooner than 30 days and no less than 15 days prior to the hearing date.

STEP 5: ACTION BY THE PLAN COMMISSION/ ZONING BOARD OF APPEALS:

The PCZBA will review Petition and make a recommendation to the Village Board.

STEP 6: ACTION BY THE COMMITTEE OF THE WHOLE:

The Committee of the Whole will review the Petition and PCZBA findings. If approved, the ordinance will be drafted for Village Board review.

STEP 7: ADOPTION OF ORDINANCE:

The Village Board will review and vote on the Petition. If approved, a copy of the adopted Ordinance will be sent to the Petitioner.

STEP 8: REVISE PLANS AND SUBMIT FOR PERMITS

Submittal Checklist

All documents must be submitted as both a hard copy and PDF version. Hard copies of plans must be provided in 24"x36" in the amount of copies as determined by staff.

The following documentation is required at time of submittal:

- Application**
- Response to Standards:** A written response to the applicable Standards must be provided that specifies in detail why each of the standards is true or being met.
- Plat of Survey:** The plat must show all improvements to the property as they currently exist.
- Legal Description:** Please provide in an electronic media that may be copied and pasted.
- Proof of Ownership:** Must provide a copy of a recent tax bill, warranty deed, trust, fully executed lease or fully executed contract to purchase.
- List of Property Owners within 250' Radius of Site**
- Verification:** Signatures of the petitioner must be notarized.
- Reimbursement of Fees Agreement**
- W-9**
- Affidavit of Notice of Public Hearing**
- Draft Legal Notice**

ADDITIONAL PLANS WHICH MAY BE REQUIRED

The following may be required if relevant to scope of project:

R	S	PLAN
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Plans
<input type="checkbox"/>	<input type="checkbox"/>	Photometric Plans
<input type="checkbox"/>	<input type="checkbox"/>	Building Elevations
<input type="checkbox"/>	<input type="checkbox"/>	Signage Plan
<input type="checkbox"/>	<input type="checkbox"/>	Plat of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plans
<input type="checkbox"/>	<input type="checkbox"/>	Tree Preservation Plan

R	S	PLAN
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Fiscal Impact and School Demographic
<input type="checkbox"/>	<input type="checkbox"/>	Soils Report
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Ecological Compliance (EcoCat)
<input type="checkbox"/>	<input type="checkbox"/>	Erosion Control Plans
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Protective Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Watershed Development Application

**Required *Submitted*

FEES REQUIRED AT TIME OF SUBMITTAL (See Fee Schedule for Amounts)

- Application Fee**
- Escrow Fee**
- Signage Deposit**

When preparing your plans and application, please refer to the following development related ordinances, adopted codes and manuals, available on the Village website, www.eroundlake.com.

- Zoning Ordinance
- Appearance Code
- Lake County Watershed Development
- Subdivision Ordinance
- Building Codes

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Fee Schedule

All Petitioners will pay an application fee and escrow fee at time of submittal. Fees as follows:

Annexations	\$500
Appeals	\$350
Map Amendment/ Rezoning	One acre or less \$500, plus \$200 for each additional acre
Planned Unit Development	\$1,000, plus \$100 per acre
Plat of Subdivision	Five acres or less \$1,000
	Over five acres, but not exceeding 25 acres, \$1,000, plus \$100 per acre
	Over 25 acres \$3,500 plus \$20 per acre
Sign Deposit	\$50.00, in form of a check made payable to the Village. Check will be held until Public Notice Sign is returned.
Special Use	One acre or less \$500, plus \$200 for each additional acre
Text Amendment	\$350
Variance	In a residential zone \$350, each additional variation on same petition \$50
	In all other zones \$500, each additional variation on same petition \$50

In addition to the above fees, the applicant shall establish an escrow with the Village in order to cover any related cost associated with such application incurred by the village including but not limited to engineering, legal and consulting fees.

Escrow and Recovery of Professional Fees	\$2,000+/- , a completed W-9 form and Reimbursement of Fees Agreement must accompany all Escrow Fee checks.
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Meeting Date and Deadlines

2019 PLAN COMMISSION AND ZONING BOARD OF APPEALS

PCZBA MEETING DATE	APPLICATION DEADLINE	LEGAL NOTICE DEADLINE
January 29	January 2	January 14
February 26	January 29	February 11
March 26	February 26	March 11
April 30	April 2	April 15
May 28	April 30	May 13
June 25	May 28	June 10
July 30	July 2	July 15
August 27	July 30	August 12
September 24	August 27	September 9
October 29	October 1	October 14
November 26	October 29	November 11

A **Committee of the Whole** meeting may take place on the first Monday following the PCZBA meeting. Staff will inform Petitioner of meeting date when set.

A **Village Board** meeting will take place on the third Monday following the PCZBA meeting. Staff will inform Petitioner of meeting date when set.

Meetings are held at 7:00 p.m. at the Round Lake Village Hall, Council Chambers, 2nd floor, located at 442 North Cedar Lake Road, Round Lake, IL 60073.

Notification Requirements

A public hearing is not required for Final Planned Unit Developments or Preliminary/Final Plats of Subdivision. Therefore, the following notification requirements do not apply to these requests. All other requests require a public hearing, and the following notification requirements must be followed, in accordance with Village Ordinance and State law.

Legal Notice:

The Petitioner will prepare a Legal Notice and provide the Village with an electronic copy for review. (See *Sample Legal Notice*.)

1. Notices must include:
 - a. Description of subject site (address and/or PIN)
 - b. Type and description of request(s)
 - c. Present zoning classification
 - d. Proposed zoning classification (where applicable)
 - e. Date, time and place of public hearing

2. Public Notice shall be made in the following forms:

A. **Notice by Mail to Parties of Interest.** (15-30 days prior to public hearing)

The Petitioner is responsible for mailing the Legal Notice to all property owners via first class mail, within a 250' radius of the boundaries of the property. Names and addresses of surrounding property owners can be obtained from the Township Assessor's Office.

B. **Newspaper Notice.** (15-30 days prior to public hearing)

The Petitioner is responsible publishing the approved Legal Notice in a newspaper of general circulation within the Village for a one-day publication. Legal notice must be submitted at least two business days prior to publication date.

Lake County News Sun

Phone: (312) 222- 2222

Email: suburban.legal@tronc.com

Website: <http://www.chicagotribune.com/suburbs/lake-county-news-sun/>

The publisher will send an Affidavit of Publication after the legal notice is published and must be submitted to Staff, no later than day of public hearing.

C. **Posted on the Premises.** (15-30 days prior to public hearing)

The Petitioner is responsible for posting a notice of hearing on the property. Notice shall be posted on the property so that it is clearly visible from a public street. The signage required for this notification will be provided by the village upon receipt of the required fee. Large properties with more than one frontage may require more than one sign.

D. **Signed and Notarized Affidavit.** (no later than day of public hearing)

The signed and notarized Affidavit of Notice of Public Hearing verifying that the Legal Notice has been published, mailed to property owners, and the sign has been posted, must be submitted to the Community Development Department prior to the hearing.

THE VILLAGE OF ROUND LAKE IS NOT RESPONSIBLE FOR AN INCOMPLETE OR INCORRECT NOTICE.

NOTICE OF A PUBLIC HEARING
PLAN COMMISSION – ZONING BOARD OF APPEALS
VILLAGE OF ROUND LAKE, ILLINOIS

NOTICE IS HEREBY GIVEN, THAT A PUBLIC HEARING WILL BE HELD BY THE PLAN COMMISSION - ZONING BOARD OF APPEALS OF THE VILLAGE OF ROUND LAKE, LAKE COUNTY, ILLINOIS, ON **(DATE OF HEARING, AS DETERMINED BY VILLAGE STAFF)**, AT 7:00PM, IN THE VILLAGE COUNCIL CHAMBERS, 442 NORTH CEDAR LAKE ROAD, ROUND LAKE, ILLINOIS, 60073 TO CONSIDER THE PETITION OF **(APPLICANT NAME)** FOR THE PROPERTY COMMONLY KNOWN AS **(ADDRESS OR DESCRIPTION OF PROPERTY LOCATION)**, AND PRESENTLY ZONED AS **(ZONING CLASSIFICATION)**. PIN(S): **(ASSOCIATED PIN(S))**

THIS APPLICATION IS FILED FOR THE PURPOSE OF **(ACTION REQUESTED)**, PURSUANT TO THE REQUIREMENTS OF THE VILLAGE OF ROUND LAKE ZONING ORDINANCE.

NOTICE IS FURTHER GIVEN, THAT ALL PERSONS PRESENT AT SAID HEARING AND DESIRING TO BE HEARD FOR OR AGAINST THE ACTION REQUESTED OR TO ASK QUESTIONS OF THE WITNESSES SHALL BE GIVEN SUCH OPPORTUNITY. IF YOU HAVE QUESTIONS PLEASE CONTACT VILLAGE OF ROUND LAKE COMMUNITY DEVELOPMENT AT (847)546-0963.

KATE KRISTAN, CHAIRPERSON
PLAN COMMISSION – ZONING BOARD OF APPEALS

TO BE PUBLISHED ON **(DATE OF PUBLICATION)**



Village of Round Lake Community Development

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(STATE OF ILLINOIS)

SS.

(COUNTY OF LAKE)

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

- I (we) _____ do hereby certify that notice of public hearing to consider, case no. _____, was sent by first class mail to all parties within a 250' radius of the boundaries of the subject property, as provided on the list by the Assessor's Office. Notice was mailed on the _____ day of _____, 20__ being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.

- I (we) _____ do hereby certify that notice of public hearing to consider case no. _____, was posted on the subject property on the _____ day of _____, 20__, being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.

- I (we) _____ do hereby certify that notice of public hearing to consider, case no. _____, was posted in the newspaper on the _____ day of _____, 20__, being at least 15 days prior to and not more than 30 days prior the scheduled public hearing.

Applicant Signature

Print Name

Date

Sworn to before me

this _____ day of _____, 20__.

SEAL

Notary Signature



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DEVELOPMENT APPLICATION

ACTION REQUESTED		
<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> PLAT OF SUBDIVISION	
<input type="checkbox"/> APPEAL	<input type="checkbox"/> SPECIAL USE	
<input type="checkbox"/> MAP AMENDMENT (REZONING)	<input type="checkbox"/> TEXT AMENDMENT	
<input type="checkbox"/> PLANNED UNIT DEVELOPMENT	<input type="checkbox"/> VARIANCE	
PETITIONER INFORMATION		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PROPERTY INFORMATION (IF NOT PETITIONER)		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
DESCRIPTION OF PROPERTY		
ADDRESS:		
CITY:	STATE:	ZIP:
PIN(S):		
LOT SIZE (SQ FT):	LOT SIZE (ACRE):	
EXISTING ZONING:	PROPOSED ZONING:	

*The undersigned states under oath that they are the **Legal Owner / Contract Purchaser / Lessee** of record as described in this application. The statements made in foregoing application are true in substance and fact.*

Petitioner Signature: Print Name: Date:

Property Owner Signature: Print Name: Date:

DEVELOPMENT APPLICATION

Development Team

DEVELOPER		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
ARCHITECT		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
ATTORNEY		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
ENGINEER		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
LANDSCAPE ARCHITECT		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
PLANNER		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
SURVEYOR		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		
OTHER		
NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

Response to Standards

When considering the requested action, the PCZBA and Board must determine whether the following Findings of Fact exist and have been met. Please provide a written response to each of the standards listed below. The response to each should thoroughly explain how the requested will meet the established criteria.

1. Statement of the circumstances, factors and arguments that the petitioner offers in support of the proposed action. Please be specific, state the reasons why it should be granted, and if granted, state the changes that will be made in the property.

2. Explain the reasons why the granting of this action will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses due to the following conditions Please be specific by explaining how the action will affect the existing structure and will conform to the adjoining properties.

3. Will additional utilities or roadway improvements need to be provided to service the proposed action? Please explain why or why not. Please submit any detailed information regarding ingress/egress from the property.

4. What type of goods and services, manufacturing, or processing will the proposed action entail? If any, please explain.

5. Explain the reasons why the granting of the proposed action will not be contrary to the public interest; character of the existing zoning of the area; and the proposed use will not detract from the desirability of using adjoining properties for their present uses. Please be specific by explaining how the proposed action will affect the existing structure(s) and will conform to the adjoining properties.

6. Can you state that the characteristics impeding the property are not the result of actions by anyone with a property interest in land after the Zoning Ordinance or applicable section thereof were adopted. If you cannot state this, please indicate why you feel those characteristics should not be regarded as self-imposed?

7. Will special design features be included in the plans to prevent any detrimental effect on abutting properties or the general vicinity of the site in question, including but not limited to increased density? If so, please explain.

8. Will the proposed action generate any odor, noise, vibration, light or particulate that will negatively impact surrounding land-uses or individuals? Please explain why or why not.

9. How will the proposed action benefit the Village of Round Lake?



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(STATE OF ILLINOIS)

SS.

(COUNTY OF LAKE)

VERIFICATION OF APPLICATION

I (We), _____, being duly sworn, depose and say that I am the
PRINT NAME
_____ and hereby affirm that all of the above statements and the
PROPERTY OWNER, CONTRACT PURCHASER, LESSEE
statements contained in any papers or plans submitted herewith are true to the best of my knowledge and
belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Round Lake for all
necessary and reasonable expenses incurred by the Village in the review and certification of any
documents submitted in conjunction with this application.

Applicant Signature

Print Name

Date

Sworn to before me

this ____ *day of* _____, 20__.

SEAL

Notary Signature



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REIMBURSEMENT OF FEES AGREEMENT

I. PROPERTY OWNER:

NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

II. PETITIONER, IF NOT PROPERTY OWNER:

NAME:	PHONE:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL:		

III. LOCATION OF PROPERTY:

ADDRESS:		
CITY:	STATE:	ZIP:
PIN(S):		

IV. SECTION REIMBURSEMENT OF FEES:

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 zoning change, special use, easement, occupancy permit, building permit, planned unit development, variation from Village Code, subdivision, public improvement or other improvement of 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 reimbursement shall be made to the Village within thirty (30) days of receipt of an invoice from the Village for same. Further, any professional fees incurred as a direct or indirect result of any party 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 section if, in the discretion of the Village, a professional opinion is desired.

Upon the failure of the Owner or Petitioner to reimburse the Village in accordance with this Section no action on a request made by the Petitioner will be undertaken by the Village Board of Trustees, or by any other official, quasi-official, or deliberative individual or body thereunder and such request shall remain in

General Procedure for Public Hearing

Anyone wishing to speak must be sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. The Petitioner will present testimony regarding their petition, after which the PCZBA may question the Petitioner and any of the Petitioner's witnesses.
4. Village Staff will present their report regarding the petition, after which the PCZBA may ask questions of the Staff.
5. Members of the public may ask questions and offer any sworn testimony.
6. The Petitioner may respond to comments and questions.
7. Chair will call for motion.
8. Roll Call Vote.

These general guidelines are provided as an aid to those in attendance at PCZBA meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Commission determines to be necessary.