



**ANNEXATION /
PLANNING & ZONING COMMISSION
APPLICATION PACKET**

Village of Carpentersville
Department of Community Development
1200 L.W. Besinger Drive
Carpentersville, Illinois 60110
O: 847-551-3478
F: 847-426-0864
Website: www.cville.org

SECTION 1: PROCESS



SECTION 2: APPLICATION CHECKLIST

To submit an application for a Special Use Permit, PUD, Variation, rezoning, subdivision, and amendments thereto, all Petitioners are urged to review the material in this packet for compliance with the standards established below as well as outlined within Title 16 (Zoning Ordinance) and Title 17 (Subdivision Ordinance) of the Village of Carpentersville Municipal Code. Not all of the items listed below are required and shall be dependent upon the requested action and project scope. Once a formal application is submitted, the Department of Community Development will review to determine if it is complete. Incomplete applications will not be accepted.

Required Application Material

- ☐ Application
- ☐ Application Fee
- ☐ Legal description of property (hardcopy and electronic-Word format)
- ☐ Escrow Deposit Form
- ☐ Ownership Affidavit
- ☐ Ownership Information
 - ☐ Warranty Deed, Trust, or Title Policy
 - ☐ Lease Agreement or Contract to Purchase
- ☐ Current Plat of Survey (9 copies + 1 Electronic Copy)
- ☐ List of Adjacent Property Owners within 250 feet of the property
- ☐ Annexation Plat (if applicable)
- ☐ Preliminary and Final Plats of Subdivision (if applicable)
- ☐ Project Narrative-outlining required zoning actions, project scope, and details of the plan/land use
- ☐ Written Justification for Special Use Permit, PUD, or Variation(s)/Exception(s)-if applicable
- ☐ Preliminary/Final Site Development Plans
 - ☐ Site Plan
 - ☐ Preliminary and/or Final Engineering Plans and Details
 - ☐ Floor Plans
 - ☐ Building Elevations
 - ☐ Color Rendering
 - ☐ Building Section (multi-floor structures only)
 - ☐ Landscape and Tree Preservation Plan
 - ☐ Signage Plan
- ☐ Traffic and Parking Study (when applicable and as determined by the Village)
- ☐ Market Assessment (when applicable and as determined by the Village)
- ☐ Performance Studies (when applicable by Village Code)

Approval Criteria-Special Use

For each Special Use Permit or an amendment thereto, the petitioner shall provide a written response to the following criteria, which is outlined in Chapter 2.52.050 – Applications to the Planning and Zoning Commission, Section E. Special Uses, of the Village of Carpentersville Municipal Code.

1. The establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare
2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the neighborhood
3. The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district

4. Adequate utilities, access roads, drainage, and/or other necessary facilities will be provided
5. Adequate measures will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets
6. The special use shall in all other respects conform to the applicable regulations of the district in which it is located and the Board shall find that there is a public necessity for a special use

Approval Criteria-Variations

For each Variation or an amendment thereto, the petitioner shall provide a written response to the following criteria, which is outlined in Chapter 2.52.050 – Applications to the Planning and Zoning Commission, Section D. Variations, of the Village of Carpentersville Municipal Code.

1. The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in that zone
2. The plight of the owner is due to unique circumstances
3. The variation, if granted, will not alter the essential character of the locality

SECTION 3: PUBLIC HEARINGS AND NOTICES

Public Notice Requirements for Public Hearings and Protests. A public hearing of the Planning and Zoning Commission shall be required for the following actions:

- Amendments to the Villages Zoning Ordinance and Subdivision Regulations
- Amendments to the Village's Comprehensive Plan
- Planned Unit Developments
- Plats of Subdivision that do not meet the Plat Act exemptions
- Special Uses
- Variations
- Zoning reclassifications

Public Notice Sign. The petitioner is required to post a Public Hearing Notice Sign(s) on the subject property as required by the Carpentersville Municipal Code. The notification and posting of the public notice sign must be done no more than thirty (30) and no less than fifteen (15) days prior the public hearing date.

Public Notice Letter. The petitioner is also required to provide written notice to all property owners of record that are within 250 feet for the subject site. The written notice shall be delivered by certified mail, returned receipt requested, not more than thirty (30) and no less than fifteen (15) days prior to the public hearing date. At a minimum, the written notice must include:

- The name and address of the owner and applicant, if different from the owner;
- The street address, legal description, and a simple description of the location of the subject property that will enable the ordinary reader to accurately locate it;
- The zoning action requested; and
- The date, time, and location of the public hearing.

Newspaper Publication. The petitioner shall publish a notice of the public hearing. This requirement shall apply to all applications. The notice shall be published in a newspaper of general circulation in the Village not more than thirty (30) and no less than fifteen (15) days prior to the public hearing. The published notice shall contain the same information as is required for the public notice letter (see above).

SECTION 4: FEES AND ESCROW SCHEDULE

Land Use Fees	
Annexation, per acre	\$500.00
Variance, single-family, per property	\$150.00
Variance, commercial, industrial, multifamily, per variance sought	\$500.00
Map amendment (Rezoning)	\$500.00
Text amendment	\$250.00
Special Use Permit	\$500.00
Special planning and zoning commission meeting	\$1,500.00
Administrative appeal, each village code section appealed	\$100.00
Special planning and zoning commission meeting	\$1,500.00
Planned Unit Development filing fee	\$1,500.00
Preliminary plan filing fee, each submittal	\$1,000.00
Final plan filing fee, for each 5 gross acres and increments thereof	\$1,000.00
Escrow Deposits	
Professional fee escrow, per land use petition requiring village board consideration, except existing SFR	\$1,500.00
Planned Unit Development initial escrow for professional services	\$6,000.00
Escrow Deposit, for each 5 gross acres and increments thereof. Balances at or below \$1,500.00 shall be replenished to 25% of the original review fee escrow amount	\$3,000.00
Inspection fee escrow, percentage of the amount of the performance guarantee. Balances at or below \$1,500.00 shall be replenished to 25% of the original inspection fee escrow amount	3%

SECTION 5: FORMS

The following forms must be completed and submitted to the Department of Community Development before a zoning petition can be deemed complete.

- ☐ **FORM #1: Annexation / Planning and Zoning Commission Application**
- ☐ **FORM #2: Ownership Affidavit**
- ☐ **FORM #3: Site Visit Authorization**
- ☐ **FORM #4: Notification Affidavit**
- ☐ **FORM #5: Verification Statement**



Department of Community Development

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FORM #1: ANNEXATION / PLANNING & ZONING COMMISSION APPLICATION

PETITIONER CONTACT INFORMATION

Petitioner Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Owner's Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Contact Person/Agent: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

PROJECT INFORMATION

Location/Address: _____

PIN #: _____

Site Gross Area: _____

Zoning (Current): _____

Comprehensive Plan Designation (Current): _____

Zoning of Surrounding Properties:

North: _____

South: _____

East: _____

West: _____

Current Land Use: _____

PETITION TYPE (Select all that apply and provide a brief description)

☐ Annexation: _____

☐ Rezoning; Proposed: _____

☐ Special Use Permit for: _____

☐ Plat of Subdivision (Preliminary and Final): _____ # of Lots Proposed: _____

☐ Planned Unit Development (Preliminary and Final): _____

☐ Text Amendment: _____

☐ Variations (Residential, Non-Residential): _____

☐ Comprehensive Plan Amendment: _____

☐ Concept Plan Review: _____

☐ Appeals: _____

PETITIONER'S AUTHORIZATION

The owner hereby authorizes, support, and consents to this request and that the statements made within this Petition are true and that the information provided herein is complete to the best of the Owner's and Petitioner's knowledge.

Signature of Owner

Print Name

Date

Signature of Petitioner
(If different than Owner)

Print Name

Date



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FORM #2: OWNERSHIP AFFIDAVIT

IN THE MATTER OF AN APPLICATION FOR: _____.

I, _____, under oath, state that I am

_____ the sole	)	
_____ an owner	)	owner of the property
_____ an authorize officer of the	)	

commonly described as _____

and that such property is owned by _____ as of this
date.

Owner's Signature

Date

Owner's Printed Name

Date

SUBSCRIBED and SWORN to before me
This _____ day of _____, 20____.

NOTARY PUBLIC



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FORM #3: SITE VISIT AUTHORIZATION

I hereby grant employees of the Village of Carpentersville, Illinois, their agents, and members of the Carpentersville Planning and Zoning Commission and Village Board of Trustees, permission to enter on the property located at the following:_____.

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to the Village of Carpentersville zoning petition for the above cited property. The Owner also agrees to and does hereby grant the Village permission to go upon or over any part of the Property for the purpose of taking video and pictures of the site and construction activities associated with the Petitioner's request. This grant of permission includes authority for the Village to use a small unmanned aerial vehicle to capture images of the Property

Owner's Signature

Date

Printed Name (Owner)

Date

If property is leased

Signature of Lessee

Date



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FORM #4: NOTIFICATION AFFIDAVIT

IN THE MATTER OF AN APPLICATION FOR _____.

The undersigned hereby swears on oath and affirms that:

1. He/she has checked the records of the County Treasurer/Assessor as to the names and addresses of the owners and last taxpayer of record of all properties within 250 feet of the subject site located at: _____.
2. That said list of property owners as described in Item #1 above is attached to the Petition/Notification Affidavit.
3. That I hereby swear and affirm that a written notice of public hearing was sent to each and every taxpayer on said list by way of certified mail, return receipt requested.
4. That the signed receipts or copies thereof are hereto attached to this notification affidavit.
5. That the property was posted with a Village approved public notice sign on _____, 20____, a picture of which is attached hereto.

Signed

Date

Printed Name

Date

SUBSCRIBED and SWORN to before me

This _____ day of _____, 20____.

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FORM #5 VERIFICATION STATEMENT

IN THE MATTER OF AN APPLICATION FOR _____.

I, _____, Petitioners in the above matter, sworn on oath, hereby
verify and attest to the truth and correctness of all facts, statements, and information presented herein.

Petitioner's Signature

Date

Printed Name

Owner's Signature

Date

Printed Name



ESCROW ACCOUNT APPLICATION

Department of Community Development
 1200 L.W. Besinger Drive
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 O: 847-551-3478
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ACCOUNT #: _____

PROJECT TITLE: _____

OWNER(S): _____

OWNER ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

PETITIONER(S) (if different from Owner): _____

PETITIONER ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

NAME OF DEVELOPMENT: _____

LOCATION OF PROPERTY: _____

TOTAL ACREAGE: _____ PIN: _____

1. **ESCROW DEPOSIT REQUIREMENT:** Pursuant to Title 20, Section 20.02.015; the Village, at its sole discretion, may determine that it is necessary to retain, hire and or use a consultant to provide professional services, including, but not limited to, plan reviews, inspectional services, engineering review, and legal review. An applicant shall be responsible for the payment of the above-mentioned services through an escrow account, with the escrow deposit to be charged for those fees and costs incurred by the Village. The minimum deposit amount shall be based upon the following schedule:

BUILDING PERMITS AND INSPECTIONS	
Residential	\$500.00
Commercial	\$2500.00
LAND USE ENTITLEMENTS	
Professional fee escrow, per land use petition requiring village board consideration, except existing SFR	\$1,500.00
Planned Unit Development initial escrow for professional services	\$6,000.00
Final Plan Review Fee Escrow, for each 5 gross acres and increments thereof. Balances at or below \$1,500 shall be replenished to 25% of the original review fee escrow account	\$3,000.00
Inspection fee escrow, percentage of the amount of the performance guarantee. Balances at or below \$1,500.00 shall be replenished to 25% of the original inspection fee amount.	3.0%

2. **INVOICES.** The Village shall send the petitioner all invoices for the amounts charged against the escrow account for fees and costs incurred by the Village during the course of the project. At all times the petitioner shall maintain a balance equal to its initial escrow deposit with the Village.
3. **ESCROW DEPOSIT DISBURSEMENT AND REFUND:** If the deposit is depleted, the applicant shall submit an additional deposit to offset additional consulting services. Any remaining balance shall be refunded after a final certificate of occupancy is issued.
4. **WITHDRAWAL OF PETITION.** A petitioner who withdraws their permit, petition, or similar application may apply in writing to the Director of Community Development for a refund of the remaining escrow balance. The Village will refund any remaining balance in the escrow account, less any actual fees and costs which the Village has already incurred relative to the petition, including, but not limited to, any application fees.
5. **DEFAULT.** Upon the failure of the owner or petitioner to reimburse the Village in accordance with this Application, no action on any request made by the owner or petitioner will be undertaken by the Village, 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. In addition, the Village, in its discretion, may suspend action on building permit review, building permit or occupancy permit inspections or similar activities until such time as the account is brought current. Upon any failure to reimburse the Village in accordance with the Carpentersville Municipal Code, the Village may, in its discretion, elect to place a lien against any real property associated with the petitioner's request. Interest in the amount of one and one-half percent (1 ½%) per month shall accrue on all sums outstanding for thirty (30) days or more. Such lien shall be in an amount equal to the outstanding amount owed to the Village.
6. **VILLAGE ACTION.** The execution of this Application by the Village in no way should be interpreted or presumed to be a commitment or agreement by the Village to approve or grant the requested action in any petition submitted to the Village or to process any petition other than in accordance with the Village's Zoning Ordinance, Subdivision Ordinance, or other ordinances or legal requirements. The parties agree that the execution of this Application by petitioner and owner does not create any new or additional rights on behalf of petitioner or owner other than those arising out of Village Ordinances or State statutes.

By signing this Application, the petitioner and/or owner acknowledge that each of them has read the foregoing paragraphs and each of them fully understands and agrees to comply with the terms set forth herein. Further, by signing below, each signatory warrants that they possess full authority to so sign.

The owner and petitioner agree that owner and petitioner shall be jointly and severally liable for payment of fees referred to in applicable sections of the ordinances of the Village of Carpentersville and as referenced herein.

OWNER(S) DATE

PETITIONER(S), IF DIFFERENT FROM OWNER(S) DATE