



VILLAGE OF BANNOCKBURN
Zoning Application

Date Received

1.0 GENERAL INFORMATION [please fill out]

1.1 Applicant Information

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Property Owner Information
(If Different from Applicant)

Name: _____

Address: _____

Telephone Number: _____

Email: _____

Applicant's Interest in the Property (Owner, Contractor, Architect, etc): _____

1.2 Subject Property

Address of Property: _____

Parcel Index No.: _____

Legal Description (Provide to Staff via a separate document -- in a Word document format)

Has any variation or special use permit been granted for this property? Yes: _____ No: _____

If yes, please identify the ordinance or other document granting such zoning relief on a separate sheet.

1.3 Project Description: _____

1.4 Trustees Disclosure

Is title to the property in a land trust? Yes _____ No _____

If yes, full disclosure of all trustees and beneficiaries is required. Attach a copy of all documents showing ownership of the Subject Property and the Applicant's ownership, control of or interest in the Subject Property.

1.5 Requested Action(s) (Check as many as are applicable –per your Contact / Direction with Village Staff)

_____ Variation

_____ Special Use Permit

_____ Text Amendment

_____ Map Amendment

_____ Zoning Appeal

_____ Other (Please Identify) _____

1.6 Repeat Application

Has any other application for the Subject Property been submitted to the Village and denied within the last two years? Yes: _____ No: _____

Questions about the Zoning Process? Scan the QR Code for more info→
OR email: Ryan Mentkowski (RMentkowski@villageofbannockburn.org)



1.7 Consultants

Please provide the name, address, and telephone number of each professional or consultant advising Applicant with respect to this application, including architects, contractors, engineers or attorneys: *(Please use additional sheet, if necessary.)*

Name: _____	Name: _____
Address: _____	Address: _____
_____	_____
Telephone Number: _____	Telephone Number: _____
Email: _____	Email: _____

1.8 Village Officials or Employees

Does any official or employee of the Village have an interest, either directly or indirectly, in the subject property? Yes: _____ No: _____

If yes, please identify the name of such official or employee and the nature and extent of that interest. (Use a separate sheet of paper if necessary.)

2.0 **REQUIRED SUBMITTALS** [when submitting application to the Village]

- 2.1 **Non-refundable Application Fee(s)** (Fee is per each “requested action(s)” required for the approval of your project & as defined in the Bannockburn Fee Schedule (see page 6 & 7 of this application for all of the zoning application fees))

[Checks should be made payable to the *Village of Bannockburn* (the Village does not accept credit cards.)]

- 2.2 **Escrow Deposit & Form.** Applicant shall deliver to the Village an escrow deposit as required under Section 260-1131.D.3 of the Zoning Code, as amended from time to time. (Fee is per “requested action” needed for approval & noted in Bannockburn Fee Schedule – see page 6 & 7 of this application)

Every application filed pursuant to the Bannockburn Zoning Code shall be accompanied by an initial deposit (and application) for purposes of paying additional application fees pursuant to the Bannockburn Fee Schedule, which may be amended from time to time.

Should the Village at any time determine that the escrow account established in connection with any application is, or is likely to become, insufficient to pay the actual costs of processing an application, the Village shall inform the Applicant of that fact in writing and demand an additional deposit in an amount deemed to be sufficient to cover foreseeable additional costs. Unless and until such additional amount is deposited by the Applicant, the Village may direct that processing of the application be suspended or terminated. Any such termination shall be deemed a withdrawal of the application by the Applicant.

- 2.3 **Drawings / Plans.** Following the initial submittal of digital documents (PDF’s) that will be reviewed by Village Staff, twelve (12) sets of drawings of proposed request & 1 Digital PDF copy of entire proposal (including application, drawings, and all supplemental information – Staff will inform you when and where to submit the 12 hard copy sets of information).

SUBMITTALS REQUIREMENTS / CHECKLIST

As discussed above in Section 2.3 of this zoning application. All plans filed as part of this application shall be dated, drawn at a recognized engineering, architectural, or planning scale, with a North arrow indicated where appropriate, sufficient to permit a clear and precise understanding on the contents of said plans and the proposal being made.

Submittal Documentation Required (please check the box if submitted with your application)¹

Submitted	
	Completed Zoning Application & Fees; Escrow Agreement & Deposit
	Description of ALL Improvements (Paragraph or more describing each improvement in detail)
	Applicable Zoning Standards Addressed for each type of Zoning Application (see page 3 below)
	Floor Area Ratio calculation sheet & Zoning Data table (documents attached to the application)
	Property Survey & Site Plan* (illustrating details of existing area & improvements)
	Engineering Plan & Utility Plan
	Tree Inventory, Tree Removal Plan & Landscape Plan (includes preservation plan) (If landscaping is proposed/required as part of project. Make sure to include the following pieces of the plan at the very least: Tree Inventory, Opacity Chart, Tree Preservation Plan)
	Detailed Colored Building Elevations & Specifications and drawings for any new buildings, accessory structures [please include the materials proposed on the building]
	Samples of materials (a "material sheet" is often provided showing all the different materials proposed)
	Exterior Lighting Plan & Spec. Sheets of all proposed lights with Lumens noted & what light will look like (Depending on the amount of lights added, a photometric study may be required.)
	Sanitary Sewer Connection from IEPA (large commercial users) <i>(staff will let you know if applicable)</i>
	Watershed Development Ordinance (WDO) Application <i>(staff will let you know if applicable)</i>
	Wetland investigation, conducted by a Lake County Stormwater Management Commission, certified wetland specialist to determine if wetlands are present on the property proposed for development or redevelopment. The wetland investigation will be reviewed by the Village staff and a concurring opinion that "No wetlands are present" will be determined at that time in order for the proposed plan to be submitted for zoning or architectural review.
	Signage Plans (Wall and/or Ground Signage plans)
	Planned Unit Development Plans (if revisions occurring to proposed PUD plans)
1	Village may require additional documents, depending on the complexity of your project
*The Fire Department may require truck turn radius document to ensure fire apparatus vehicles can navigate the development	

PLEASE SUBMIT THIS CHECKLIST WHEN YOU SUBMIT YOUR APPLICATION AND INDICATE IN THE "SUBMITTED" BOX WHETHER YOU PROVIDED THE DOCUMENTATION WITH YOUR APPLICATION

- 2.4 **Zoning Data Table** [document is attached hereto for your reference and use and submittal with your application – see page 5]
- 2.5 **Provide the Following Responses/ Information** (Please submit as a separate document(s) with answers to each of the respective questions for each application that has/have been applied for on page 1 of this application – this is required as part of the zoning ordinance review.)

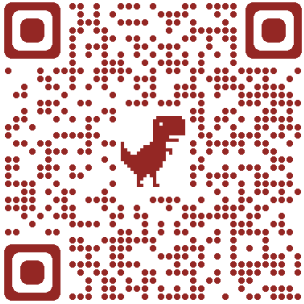
Please note that [Section 260-1131](#) [click the link] of the Zoning Ordinance provides the minimum submittal requirements for all zoning applications and the information below provides the required additional information needed in order for the application to be reviewed by Village Staff.

- **For Special Use Permit application(s), please also refer to the following sections for submittals:**
 - [Section 260-1131.E.7](#)
 - [Section 260-1131.E.13](#)
 - [Section 260-1162.E \(Special Use Standards\)](#)
- **For Variation application(s), please also refer to the following sections for submittals:**
 - [Section 260-1131.E.5](#)
 - [Section 260-1153.F \(Variation Standards\)](#)
- **For Comprehensive Plan Text or Zoning Code Text Amendments application**
 - [Section 260-1131.E.6](#)
- **For Comprehensive Plan Map or Zoning Map Amendment application**
 - [Section 260-1131.E.8](#)
- **For an Appeal to the Zoning Board of Appeals**
 - [Section 260-1131.E.4](#)

Other Zoning Application Requests

Please note that the Village Staff, depending on the project, may require additional information from you as part of the review of the application in order to ensure that your project meets all of the requirements of the Village of Bannockburn Zoning Code.

Important Village Information (scan the QR Code or Click the hyperlinked text)

Online Zoning Code	Comprehensive Master Plan	PCZBA Mtg Dates
		

3.0 CERTIFICATIONS

- 3.1 The Applicant and Owner certify that this application is filed with the permission and consent of the owner of the Subject Property and that the person signing this application is fully authorized to do so.
- 3.2 The Applicant certifies that all information contained herein is true and correct to the best of Applicant's knowledge.
- 3.3 The Applicant acknowledges that the Village may seek additional information relating to this application and agrees to provide the Village with such information in a timely manner. Failure to provide such information may be grounds for denying the application.
- 3.4 The Applicant and Owner agree to reimburse the Village for any and all costs relating to the processing of this application, including any consultants' fees. By signing this application, Applicant and Owner agree to be jointly and severally liable for such costs, and Owner further agrees to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within 30 days after mailing of a demand for payment.
- 3.5 The Applicant agrees that the Village and its representatives have the right, and are hereby granted permission and a license, to enter upon the property, and into any structures located there on, for purposes of conducting any inspections that may be necessary in connection with this application.
- 3.6 The Owner (designated representative for commercial buildings) **must** be present during the Planning Commission/Zoning Board of Appeals meeting.

Printed Name of Applicant

Printed Name of Owner

Signature of Applicant

Signature of Owner

Date _____

Date _____

Date Submitted _____

ZONING TABLE

Property Address: _____

Project: _____

ZONING DISTRICT: _____

	PERMITTED	EXISTING	PROPOSED
USAGE (what is the property used for)			
LOT SIZE			
LOT WIDTH			
LOT COVERAGE			
SIDE YARD SETBACK			
SIDE YARD AGGERGATE			
FRONT YARD SETBACK			
REAR YARD SETBACK			
HEIGHT#			
Floor Area Ratio (FAR)			
OFF STREET PARKING SPACES REQUIRED^			

^For use with Commercial Developments

Height is the building height, which could be for the principal building, accessory building or both (in that case, a separate sheet should be provided to clarify you meet the zoning requirements).

Zoning Application Fees (see “Fee Amount” column) & Escrow Amount Required (see “Up to Escrow / Security Amount” column)

<u>Reference (Code section)</u>	<u>Category</u>	<u>Description</u>	<u>Fee Amount</u>	<u>Up to Escrow/ Security Amount~</u>
260-1131.E.2 to 260-1131.E.19 & 260-1131.D.3	Planning & Zoning Applications	Zoning Compliance and Occupancy Certificates	<i>See building</i>	N/A
		Zoning Code Interpretations	\$500	\$1,500
		Appeals to Zoning Board of Appeals	\$500	\$1,500
		First Variation	\$1,000	\$3,000
		Each Additional Variation	\$1,000	\$3,000
		Comprehensive Master Plan Text Amendment	\$1,000	\$6,000
		Zoning Code Text Amendment	\$1,000	\$6,000
		Special Use Permit/Amendment	\$500	\$6,000
		Comprehensive Master Plan Map Amendment	\$500	\$6,000
		Zoning Map Amendment	\$500	\$6,000
		Planned Unit Development (PUD) Concept Plan	\$1,000	align="center">\$50,000
		PUD Detailed Plan	\$1,500	
		PUD Final Plan	\$500	
		PUD Amendment Requiring PCZBA Approval	\$500	\$7,500
		Campus Development Plan Revisions	\$500	\$1,500
		Site Plan	\$500	\$1,500
		Annexation	\$500	\$15,000
		Architectural Review	See fees defined above	
		Appeal from Architectural Review decision	\$250	
		Sign permit*	\$250	\$750
		Wind Energy Systems*	\$250	\$6,000
		Solar Energy Systems*	\$250	\$6,000
		Geothermal Energy Systems*	\$250	\$6,000
		* Planning & Zoning Fees apply when PCZBA approval is required.		

Updated 06-2026

Zoning Application Fees & Escrow amount, continued

<u>Reference (Code section)</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>	<u>Up to Escrow/ Security Amount~</u>
260-1131.D.10	Planning & Zoning Applications	Personal wireless services antennas	\$3,500	\$6,000
260-1131.D3		Annexation Agreement relating to zoning request	\$500	\$15,000
		Annexation Agreement Amendment relating to zoning request	\$500	\$6,000
205-4	Subdivision Regulations	Tentative Plat Application	\$4,000	\$25,000
205-7		Final Plat Application	\$2,000	\$10,000
~ The Escrow or Construction Security Account will be used to pay for and is based upon estimated Consultant Reviews, Inspection Services and Other Fees. Any remaining balances will be refunded after all fees have been paid to the designated recipient as part of the escrow/construction security agreement.				

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