



20600 City Center Blvd.
Crest Hill, IL 60403
815-741-5100

Raymond R. Soliman, MAYOR

Christine Vershay-Hall, CITY CLERK

In order for the City of Crest Hill to assign a Plan Commission meeting date for your request you must:

1. Submit the Application for Development (attached) fully completed to the Building Department for review. **Keep a copy of the application for yourself.**
2. Submit any documents related to your request. These may include, but are not limited to plat, elevations, plans, and/or drawings.

Once reviewed you will be contacted with your meeting date. **At that point you must submit to the City Clerk's Office:**

1. Payment of the fee. Payment may be made by cash, a check made payable to the City of Crest Hill, or card (with a 2.25% fee). The Professional Fee Summary is attached.
2. Fifteen (15) copies of the application and all paperwork or documents deemed necessary by the City.

Submit to the Building Department:

3. One (1) electronic copy of the legal description of the property in a Word document.

Once reviewed and approved, your case will be placed on the next appropriate agenda for the Plan Commission hearing and the Clerk's Office will submit the legal notice to the local newspaper for publication. Shaw Media will contact you with the publication cost and the ad must be paid in advance of the publication.

After payment has been completed, you must begin notifying surrounding property owners within three hundred (300) feet of the subject property no later than 15 calendar days from the Plan Commission hearing, giving a full description of the action needed approval by the Plan Commission. This can be done by in person delivery or by certified mail with return receipt. The City will provide you with the property owner information and a sample letter.

The following steps must be submitted no less than one week prior to the Plan Commission hearing:

1. A receipt for the paid publication notice from Shaw Media.
2. An affidavit of signatures sheet(s) filled out and notarized if delivered in person.

Bring one set of copies of the certified mail receipts (green return cards) and/or any returned envelopes to the Plan Commission meeting.

IF ANY ITEMS ARE NOT RECEIVED BY THE CITY AT THE APPROPRIATE TIME, THE CASE WILL BE TABLED UNTIL THE NEXT AVAILABLE PLAN COMMISSION MEETING.

EXHIBIT A

APPENDIX B PROJECT APPLICATION REVIEW, AND INSPECTION FEE SCHEDULE

PROJECT COMPONENTS	BASE FEE		
	LESS THAN 10 ACRES	10 ACRES OR GREATER	NOTES
CONCEPT PLAN REVIEW	\$500	\$1,000	(1), (8)
ANNEXATION AGREEMENT (INCLUDING ZONING)	\$5,000	\$7,500	(2), (3), (8)
PROPERTY RE-ZONING	\$1,000	\$1,000	(3), (8)
SPECIAL USE PERMIT	\$1,000	\$1,000	(3), (8)
PLANNED UNIT DEVELOPMENT			
RESIDENTIAL	\$4,000	\$6,000	(2), (3), (8)
NON-RESIDENTIAL	\$2,500	\$5,000	(2), (3), (8)
SITE ENGINEERING PLAN REVIEW (INCLUDES PRELIM, FINAL AND RECORDATION PLAT REVIEWS, SITE DESIGN, PHOTOMETRICS, CONSTRUCTION INSPECTION AND OBSERVATION, PROJECT ADMINISTRATION)	4.5% OF EEOPCC	4.5% OF EEOPCC	(2), (4), (5), (11)
ZONING VARIANCES & APPEALS			
SINGLE FAMILY RESIDENTIAL	\$150	\$150	(3), (8)
ALL OTHERS	\$1,000	\$1,000	(3), (8)
COMMERCIAL FLAG POLES	\$250	\$250	(3)
LANDSCAPING PLAN REVIEW	\$750	\$1,000	(6), (8)
CITY ENGINEER/GIS UPDATES	\$100	\$100	(7), (8)
PARKING VARIANCES	\$250	\$500	(2), (8)
SIGN PERMITS			
TEMPORARY	\$2/ Sq. Ft.	\$2/ Sq. Ft.	(9)
PERMANENT	\$15/ Sq. Ft.	\$15/ Sq. Ft.	(10)

EXHIBIT A

NOTES:

- (1) Base fee includes one (1) reviews and related meeting (if necessary). Each subsequent review requires additional fee of 50% of base fee, to be paid at time of subsequent submittal.
- (2) Base fee includes up to three (3) professional reviews and two (2) related meetings (if necessary). Each subsequent review requires additional fee of 50% of base fee, paid at time of subsequent submittal.
- (3) Applicant must also pay actual cost for published notices for applicable hearing and/or recording fees with Will County's Recorder's Office.
- (4) Upon submittal of the APPLICANT'S preliminary engineering plans, 3% of the preliminary construction cost estimate is due. No reviews will begin until this fee has been paid. Final fee shall be calculated per the final Engineer's Estimate of Probable Construction (EOPCC) submitted by the APPLICANT with final engineering plan and as approved by City. All cost differences shall be paid in full by the APPLICANT prior to final plan approval and/or mass grading authorization.
- (5) During construction, applicant pays additional costs for all re-inspections and re-tests due to failed inspection or test.
- (6) Base fee includes up to two (2) professional reviews and one (1) related meetings (if necessary). Each subsequent review requires additional fee of 50% of base fee, paid at time of subsequent submittal.
- (7) Fees to update the City's GIS mapping for items like utilities, ROW and Easements, and lot line changes and etc.
- (8) Hourly Rate added to each project component for City Engineer unless otherwise noted.
- (9) Minimum \$50.00
- (10) Minimum \$100.00
- (11) City Engineer Rates included in the 4.5%

**Application for Development**

For Office Use Only: Case Number:
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Project Name: _____

Owner: _____ Correspondence To: _____

Street address: _____ Street address: _____

City, St., Zip: _____ City, St., Zip: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

Property Address:

Street address: _____

Property Information:

Lot Width: _____

City, St., Zip: _____ Lot Depth: _____

PIN: _____ Total Area: _____

*Submit an electronic version of the legal description only in a Word document to:

buildingdepartment@cityofcresthill.com

Existing Zoning: _____ Existing Land Use: _____

Requested Zoning: _____ Proposed Land Use: _____

Adjoining Properties Zoning and Uses:

North of Property: _____

South of Property: _____

East of Property: _____

West of Property: _____

Purpose Statement (intended use and approval sought): _____

Development Request: Please check all that apply and describe:

☐ Rezoning: _____

☐ Special Use: _____

☐ Variance: _____

☐ Planned Unit Development: _____

☐ Annexation: _____

☐ Plat: _____

☐ Other: _____

Contact Information – If not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

☐ Civil Engineer: _____ Phone: _____

Company: _____ Email: _____

☐ Contractor: _____ Phone: _____

Company: _____ Email: _____

☐ Architect: _____ Phone: _____

Company: _____ Email: _____

☐ Builder: _____ Phone: _____

Company: _____ Email: _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Signature of the Applicant

Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

Signature of the Owner

Date