

Village of Westchester

10300 Roosevelt Road • Westchester, IL 60154 • 708-345-0020

PLANNING AND ZONING COMMISSION GENERAL APPLICATION PACKET FOR PUBLIC HEARINGS AND OTHER REQUESTS

This packet has been designed to provide information to assist you through the development hearing process of the Village. To avoid delays and problems in the process, it is suggested that you closely read the enclosed materials and ask any questions you may have.

The following items are enclosed and labeled for your review:

- **General Application – Form A (2 pages)**
- **Meeting schedule and application deadlines**
- **List of Application Fees**
- **List of items to be submitted with application**
- **Explanation of Site Plan Requirements**
- **Findings of Fact Procedure and Policy**
- **Village of Westchester Notice Requirements – Exhibit “A”**
- **Reimbursement of Fees Agreement – Exhibit “B”**

While these items provide a basic outline of Village requirements, you are *encouraged* to review or purchase a copy of the Village Zoning Ordinance and Subdivision regulations. These documents contain detailed information which is useful and often necessary to formulate a complete and successful petition. In addition, these documents indicate what public improvements are required.

Village codes and requirements can also be reviewed on the village website at www.westchester-il.org/villagecode/index.htm. If you have any questions on the procedures, ordinances or requirements of the Village of Westchester, the following individual can be contacted to provide assistance:

Village of Westchester, Building Department – (708) 345-0020
(708) 345-2873 FAX

Do Not Write In This Space	
Date Submitted:	_____
Fee Paid:	_____
Hearing Date:	_____
File Number:	_____
Public Hearing:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Village of Westchester

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GENERAL APPLICATION FOR PUBLIC HEARINGS AND OTHER REQUESTS

Form A

1. Name of Petitioner _____	Phone _____
Address _____	Fax _____
Email _____	
Name of Attorney _____ (if represented)	Phone _____
Address _____	Fax _____
Email _____	
Name of Owner _____ (if other than applicant)	Phone _____
Address _____	Fax _____
Email _____	

2. Common Address/Location of Property _____

3. Requested Action (check *all* that apply)

- | | |
|---|---|
| <p>_____ Annexation</p> <p>_____ Planned Unit Development (Preliminary)</p> <p>_____ Planned Unit Development (Final)</p> <p>_____ Special Use Permit</p> <p>_____ Zoning Change</p> <p>_____ Other</p> | <p>_____ Text Amendment</p> <p>_____ Variation – Sign</p> <p>_____ Variation – Zoning</p> <p>_____ Subdivision (Preliminary)</p> <p>_____ Subdivision (Final)</p> |
|---|---|

Describe requested action _____

4. Attachments (check *all* items submitted)

- A. General Application - Form A
- B. Plat of Survey with Legal Description
- C. Site Plan*
- D. Landscape Plan*
- E. Plat of Annexation*
- F. Preliminary Subdivision Plat*
- G. Final Subdivision Plat*
- H. Preliminary P.U.D. Development Plan*
- I. Final Planned Unit Development Plan*
- J. Drawings of Proposed Sign*
- K. Horizontal Building Elevations*
- L. Proof of Ownership or Written Consent from Property Owner
- M. Cover Letter
- N. Application Fee (amount) \$ _____
- O. Property Owners List
- P. Mailing Labels (if applicable)
- Q. Reimbursement of Fees Agreement
- R. Findings of Fact

*Please submit 4 full size drawings and one legible 11" x 17" reduced reproducible copy of full size drawings. Additional copies may be required depending upon the petition. Consult staff with any questions concerning the submittal requirements.

All full size drawing *must* be folded, not rolled.

5. Notice Requirements

I understand that I, or my representative, are responsible for ensuring proper notice to adjacent properties, as well as notice on the premises. I further understand that the notice must be done in accordance with the information contained in Exhibit "A" of this **GENERAL APPLICATION FOR PUBLIC HEARINGS AND OTHER REQUESTS**. Failure to properly provide notice will result in a determination that the application is incomplete. In such circumstances, the requested action will be postponed until such time as all conditions are met.

6. Petitioner Certification

I have received a copy of the submittal checklist and hearing date deadlines. I am familiar with those code requirements which relate to this petition and I certify that this submittal is in conformance with such code(s). I further understand that any late, incomplete or non-conforming submittal will not be scheduled for the public hearing agenda.

Print Name

Signature

Date

**VILLAGE OF WESTCHESTER
PLANNING AND ZONING COMMISSION
RELATED APPLICATION FEES**

The following fees are payable at time of application. All fees are non-refundable and not dependent upon the outcome of the action requested.

I.	Text Amendments Zoning Change	\$125.00 \$125.00
II.	SPECIAL USE PERMITS Residents..... All Others.....	\$125.00 \$125.00
III.	PLATS AND SUBDIVISION Preliminary Subdivision..... Final Subdivision Plat.....	\$500.00 per acre \$500.00 per acre
IV.	PLANNED UNIT DEVELOPMENTS All Applications.....	\$125.00 per petition
V.	VARIATIONS – ZONING Residents..... All Others.....	\$125.00 per petition \$125.00 per petition
VI.	VARIATIONS – SIGN All Petitions.....	\$125.00 per petition
VII.	VARIATIONS – SUBDIVISION CODE.....	\$125.00
VIII.	ANNEXATIONS Annexation Agreements and Amendments.....	\$125.00
IX.	Easement Encroachment Applications.....	\$125.00

Each amendatory action, whether approved or denied, shall be subject to the aforementioned fee schedule. Fees incurred by the Village for professional services and consultants shall be reimbursed by the applicant as part of the Reimbursement of Fees Agreement which is attached as Exhibit “B” and must be submitted at the time application is made to the Village of Westchester.

**VILLAGE OF WESTCHESTER
PLANNING AND ZONING COMMISSION
SUBMITTAL CHECKLIST**

Petitioner Request	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Annexation	X	X			X							X	X	X		X	X	X
Planned Unit Development (Prelim)	X	X		X		X		X			X	X	X	X	X	X	X	X
Planned Unit Development (Final)	X	X		X			X		X		X	X	X	X	X	X	X	X
Special Use Permit	X	X	X									X	X	X	X	X	X	X
Subdivision (Prelim)	X	X	X			X						X	X	X		X	X	X
Subdivision (Final)	X	X	X				X					X	X	X		X	X	X
Text Amendment	X	X											X	X		X	X	X
Variation – Sign	X	X								X		X	X	X	X	X	X	X
Variation – Zoning	X	X	X									X	X	X	X	X	X	X
Zoning Change	X	X										X	X	X	X	X	X	X

X = Required

- A. General Application – Form A
- B. Plat of Survey with Legal Description
- C. Site Plan* (see attached for explanation of requirements)
- D. Landscape Plan*
- E. Plat of Annexation*
- F. Preliminary Subdivision Plat* (see Subdivision Code for specific requirements)
- G. Final Subdivision Plat* (see Subdivision Ordinance for specific requirements)
- H. Preliminary P.U.D. Development Plan* (see Zoning Code for specific Requirements)
- I. Final P.U.D. Development Plan* (see Zoning Ordinance for specific requirements)
- J. Drawings of Proposed Sign(s)*
- K. Horizontal Building Elevations*
- L. Proof of Ownership or Consent Letter from Property Owner
- M. Cover letter explaining details of request
- N. Application Fee (see attached for explanation of fees)
- O. List of property owners within 250 feet of subject property (excluding street ROW).
- P. If more than 10 property owners, please provide mailing labels.
- Q. Reimbursement of Fees Agreement
- R. Findings of Fact

*** Please submit 4 full size drawing and one legible 11” x 17” reduced reproducible copy of full size drawings. Additional copies may be required depending upon the petition. Consult staff with any questions concerning the submittal requirements.**

VILLAGE OF WESTCHESTER SITE PLAN REQUIREMENTS

The following information must be included on the site plan. Petitioners are urged to submit their applications prior to the deadline to allow time for review and any necessary revisions. Petitions with incomplete site plans will not be placed on the agenda.

PROJECT INFORMATION:

1. Name, address, and phone number of person or firm who prepared the plan.
2. Name of the petitioner.
3. Title of project or property.
4. SCALE, north arrow, and date.

LOT INFORMATION:

1. Lot area.
2. Lot width at front building (i.e., setback) line.
3. Front, side and rear building (i.e., setback) lines.
4. Location of any flood plains.

BUILDING INFORMATION:

1. Location and dimensions of existing and proposed buildings and structures.
2. Lot lines and building footprints of all adjoining lots and structures.
3. Waste disposal areas, including type of containers, bins, dumpsters and method of screening or enclosure.

PARKING INFORMATION:

1. Vehicular, service and pedestrian access, including all driveways, sidewalks, curbs, street, traffic signals, on-site parking, and circulation signage.
2. Off-street parking and loading areas, including number of spaces and dimensions.
3. Location, size, height, illumination, and intensity of all lighting standards.

LANDSCAPE INFORMATION:

1. Landscape plan including species, size and location of plant material.
2. Quantity of each type of plant material.
3. Location and specifications of berming, shaping, contouring, fencing, paved areas, etc.

Village of Westchester

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FINDINGS OF FACT PROCEDURES AND POLICY

The Village of Westchester Board of Trustees adopted the following statements concerning findings of fact to be submitted for Planning-Zoning Commission hearings. Each application for public hearing before the Commission that requires findings of fact to be submitted will need to abide by this policy as follows:

VARIATIONS

All petitions for variance to the Village of Westchester Zoning Ordinance shall follow the applicable provisions of the Illinois State Statutes and Village of Westchester Zoning Ordinance pertaining to variances. Title 18, Chapter 48, Section 18.48.020 of the Village of Westchester Code states as follows:

1. It is accompanied by a finding of fact specifying the reason for making the variation, namely, the peculiar condition existing and the hardship or difficulty that it would cause;
2. It is accompanied by a finding that the variation is in harmony with the general purpose and intent of the regulation in question;
3. Any reduction in the minimum frontage and area of the plot, or open space dimensions, or increase in the allowable height, is less than thirty-one percent;
4. It is accompanied by a finding that it will not materially increase street traffic or impair property values, or be detrimental to the public health, safety, morals, comfort or general welfare;
5. A duly advertised public hearing was held thereon, notice of which was posted on the property, in addition to other postings required; and
6. It received the concurring vote of at least four members of the zoning board of appeals. (Ord. 64-682 § 6(B), 1964)

Attached are further statements concerning findings of fact for zoning relief that will help a petitioner in preparing proposed findings of fact for any petition to the Planning-Zoning Commission.

FINDINGS OF FACT

SPECIAL USES

All petitions for special uses to the Village of Westchester shall conform with the applicable provisions of the Illinois State Statutes and the Village of Westchester Zoning Ordinance pertaining to special uses. Title 18, Chapter 48, Section 18.48.030, of the Village Code of Westchester provides as follows:

- “(a) **PURPOSE.** The development and execution of a zoning ordinance is based upon the division of the village into districts, within which districts the use of land and buildings and the bulk and location of buildings and structures in relation to the land are substantially uniform. It is recognized, however, that there are uses which, because of their unique characteristics, cannot be properly classified in any particular district or districts without consideration, in each case, of the impact of those uses upon neighboring land and of the public need for the particular use at the particular location. Such special uses fall into two categories:

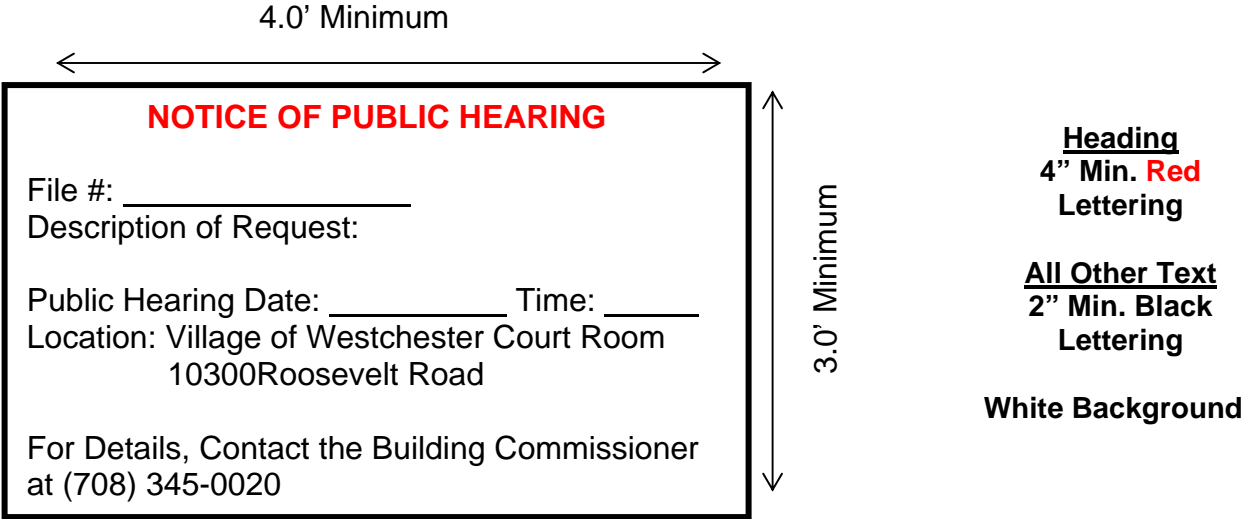
Uses publicly operated or traditionally affected with a public interest.

Uses entirely private in character but of such an unusual nature that their operation may give rise to unique problems with respect to their impact upon neighboring property or public facility.”

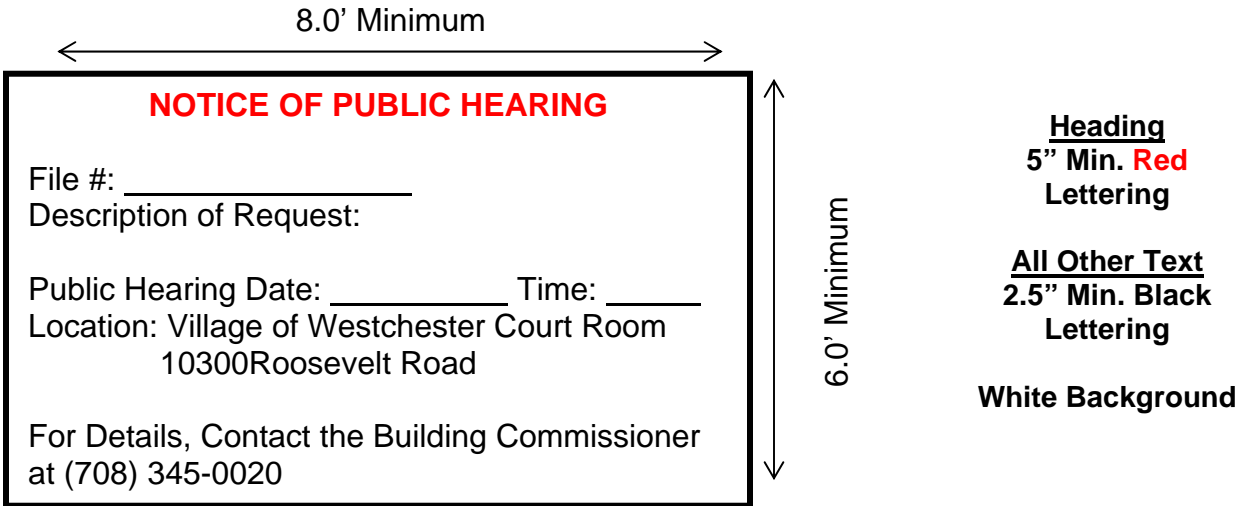
All petitions for special use shall be accompanied by a statement of Findings of Fact that comply with the above requirements. The statement of Findings of Fact must show that the petitioner's project explicitly complies with the above statements. Specific examples concerning the petitioner's project should be included to show exactly how the petitioner's project complies with the above statements. No application for special use will be accepted without the petitioners proposed Findings of Fact as set forth above.

VILLAGE OF WESTCHESTER NOTICE REQUIRMENTS

Sample Sign
(for properties 10 acres in size or less)



Sample Sign
(for properties in excess of 10 acres)



Sample Notice to Surrounding Owners

NOTICE OF PUBLIC HEARING

PUBLIC NOTICE is hereby given to all persons interested that [enter name of the applicant], (Applicant), has filed with the Office of the Planning & Zoning Commission (Office of the Village Clerk), 10300 Roosevelt Road, Westchester, Illinois, a petition for a variance under the provisions of the Westchester Zoning Ordinance, for the property located [enter general description of the location] with a common street address of [enter address if applicable].

The Owner of the Property is [insert name of the property owner]. The variance requested in the [insert applicable zoning designation] Zoning District is for [describe the type of conditional use] under said ordinance. The petition and Legal Description are on file as PZC File # [insert Case assigned] and may be viewed in the Office of the Village Clerk located at 10300 Roosevelt Road, Westchester, Illinois (Westchester Village Hall).

A public hearing will be held on said petition before the Westchester Planning & Zoning Commission in the Court Room, 10300 Roosevelt Road, Westchester, Illinois, on [insert date of the public hearing] at 7:00 p.m. at which time the Planning and Zoning Commission will hear the evidence presented on this matter and such other matters as may properly come before the Planning and Zoning Commission.

Objections to, or support in favor of said application, may be offered verbally at the hearing or may be submitted in writing to and filed with the Office of the Village Clerk, 10300 Roosevelt Road, Westchester, Illinois, 60154.

Petitioner (or Attorneys for Petitioner)

*Information on this matter can be obtained from: [Attorney's Group Name and Address]
or from the Office of the Village Clerk, Village of Westchester, Illinois*

VILLAGE OF WESTCHESTER
REIMBURSEMENT OF FEES AGREEMENT

VILLAGE OF WESTCHESTER ACCOUNT _____
(Permit # _____)

BY SIGNING BELOW, THE PETITIONER AND OWNER ACKNOWLEDGE THAT EACH OF THEM HAS READ THE FOLLOWING PARAGRAPHS AND EACH OF THEM FULLY UNDERSTANDS THE PROVISIONS CONTAINED WITHIN SECTION 1.20.020 OF THE VILLAGE CODE, AND EACH OF THEM AGREES TO COMPLY WITH THE PROVISIONS OF SAID SECTION 1.20.020 CONCERNING "REIMBURSEMENT OF FEES" AND EACH AGREES TO COMPLY WITH THE TERMS SET FOR THE HEREIN. FURTHER, BY SIGNING BELOW, EACH SIGNATORY WARRANTS THAT HE/SHE/IT POSSESSES 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 SECTION 1.20.020 OF THE VILLAGE CODE OF THE VILLAGE OF WESTCHESTER. PLEASE PRINT THE FOLLOWING INFORMATION:

LOCATION OF PROPERTY _____

OWNER OF PROPERTY _____ PHONE _____

OWNER'S ADDRESS/CITY/STATE/ZIP _____

OWNER'S SIGNATURE _____

NAME OF PETITIONER _____ PHONE _____

PETITIONER'S ADDRESS/CITY/STATE/ZIP _____

PETITIONER'S SIGNATURE _____

PERSON TO BE BILLED _____ PHONE _____

ADDRESS/CITY/STATE/ZIP _____

LEGAL DESCRIPTION OF PROPERTY _____