

**ZONING ORDINANCE TEXT AMENDMENT
APPLICATION PACKET**

**VILLAGE OF HANOVER PARK
DEVELOPMENT COMMISSION**

Village of Hanover Park
Department of Community Development
2121 West Lake Street
Hanover Park, Illinois 60133
Telephone: (630) 372-4260
Facsimile: (630) 372-4265

APPLICATION PROCEDURES

INTRODUCTION

This brochure provides a general overview of the public hearing process in the Village of Hanover Park. For specific requirements and standards, applicants should refer to the Village's Zoning Ordinance and Subdivision Regulations (if applicable). These documents are available from the Village Clerk. The Community Development Department Staff can also respond to general questions you may have.

TEXT AMENDMENT PROCESS OVERVIEW

The text amendment process requires several steps, including: Staff review at an in-house Staff Development Review Committee (DRC) meeting (held monthly); a public hearing before the Development Commission at an evening meeting; and final action by the President and Village Board of Trustees at a separate Village Board evening meeting. Generally, ***this process requires a minimum of three months to complete.***

Scheduling of all requests for the monthly Development Commission meetings shall be at the discretion of the Community Development Department based on conclusion of Staff review, public notification requirements, and the order of submittal of completed applications.

PUBLIC HEARING PROCEDURES (at Development Commission meetings)

The public hearing is a formal procedure and follows a strict format. Each person providing comments, questions, or testimony must be sworn in by the Development Commission Chair. The applicant, Village Staff, Commission members, and the public are each given a chance to ask questions or make comments concerning the proposal. Following the close of testimony, the Commission will discuss the case, and vote on a motion regarding the request ("recommendation"). The recommendation for approval or denial of the request often includes specific conditions that must be met for the request. If the public hearing cannot be concluded at the first meeting, or if more information is required, the Development Commission may vote to continue the hearing to a later date.

The President and Board of Trustees have final authority to approve or deny all requests. Approval of a request usually includes those conditions from the Development Commission recommendation; additional conditions of approval may be added by the President and Village Board. In all cases, the applicant must meet these conditions as part of the request's approval.

PUBLIC NOTIFICATION PROCEDURES

The Village's Zoning Ordinance explains those procedures required for notifying the public regarding an upcoming public hearing concerning a particular piece of property. Those procedures are summarized below.

Village Staff shall:

- (1) Prepare a legal notice to be published in the local newspaper and mail a copy of this notice to the applicant with specific instructions regarding applicant's responsibilities.
- (2) Install a public hearing sign on the subject property. The sign indicates that the property is the subject of an upcoming public hearing and includes the Village Hall phone number for additional information.

The applicant shall:

- (1) Obtain the addresses of all property owners (taxpayers of record) within 250 feet of the subject property from the appropriate township assessor's office when required. Township assessor addresses and phone numbers are included with this application packet. A copy of the list must be submitted with the application.
- (2) Mail a copy of the legal notice to the owner (taxpayer of record) of **every** property located within 250 feet of the subject property when required. The notices ***must be sent by certified mail with return receipt requested***. The date by which the notices must be mailed (the "Public Notification Deadline") will be specified in the instructions provided by the Village Staff.
- (3) Submit proof of the certified mailing, and the returned receipts, to the Community Development Department, as specified in the instructions provided by the Village Staff.

Note: Community Development Staff will determine whether these tasks are required to be completed by the applicant for text amendment requests.

PUBLIC HEARING FEES

The President and Village Board have established the following fees for public hearings. These fees contribute to the Village's cost of conducting the public hearing, including legal notice publication, public hearing sign installation, Staff plan reviews, preparation of all materials, and meeting attendance.

Zoning Ordinance Text Amendment \$525. Plus publication fee to be paid based on cost of publication and length of legal description. To be paid in full by petitioner before Village Board Consideration.

Notes:

- (a) For applications including more than one request, only the highest fee is charged.

TOWNSHIP ASSESSOR'S OFFICES

These offices must be contacted for information regarding the identity of all property owners/taxpayers of record for every parcel located within 250 feet of your property. As with most municipalities in the region, the Village of Hanover Park does not maintain these records. Your plat of survey and previous property tax records should indicate your township, although some properties require property owner notification in two townships.

Bloomington Township
123 N. Rosedale Road
Bloomington, Illinois 60108
(630) 529-6927

Hanover Township
8N180 Route 59
Bartlett, Illinois 60103
(630) 837-0301

Schaumburg Township
1 Illinois Blvd.
Hoffman Estates, Illinois 60194
(847) 884-0030

Wayne Township
27W031 North Avenue
West Chicago, Illinois 60185
(630) 231-8900

TEXT AMENDMENT SUBMITTAL CHECKLIST

The following items **must** be included with your application; **no hearing will be scheduled until all submittals have been received by the Community Development Department.** **All full size plans must be folded; rolled plans will not be accepted.**

_____ Completed Application Form

_____ \$525 Hearing Fee (make checks payable to the Village of Hanover Park)

_____ Proposed Text Amendment Language

Note: Additional documentation such as elevations, building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information may be required by Staff to clearly explain the request.

APPLICATION FOR PUBLIC HEARING

Village of Hanover Park
Department of Community Development
2121 W. Lake Street
Hanover Park, IL 60133
Telephone: (630) 372-4260
Facsimile: (630) 372-4265

APPLICANT/CONTACT PERSON

Name: _____

Address: _____

Daytime Phone: _____ FAX: _____

PROPERTY OWNER INFORMATION

Name of Property Owner: _____

Address: _____

Daytime Phone: _____ FAX: _____

TYPE OF REQUEST (Check all that apply)

_____ **Zoning Ordinance Text Amendment**

Ordinance Section: _____

PROPERTY INFORMATION

Address/Location of Property: _____

Summary of Request: _____

AUTHORIZATION

I / we certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief.

Signature of Property Owner

Property Owner Name (please print)

Signature of Applicant
(if different than property owner)

Applicant Name (please print)

Signature of Trust Officer
(if applicable)

Trust Officer Name (please print)