



DEVELOPMENT REVIEW APPLICATION

Village of South Elgin

Community Development Department
10 N. Water Street, South Elgin, IL
(847)741-3894
comdev@southelgin.com

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Submittal Documentation Checklist

Required Documentation for all Applications:

- ☐ Completed and signed copy of the Development Review Application form
- ☐ Signed Staff/Consultant Reimbursement Acknowledgement form
- ☐ Signed Consent to On-Site Inspection form
- ☐ Proof of Ownership, or letter from the owner authorizing the applicant to file the application
- ☐ Legal Description of Property (in word)
- ☐ Property's Plat of Survey – 8 hard copies, to scale
- ☐ Receipt from Kane-DuPage Soil and Water Conservation District for Natural Resource Inventory (NRI) Report
- ☐ Application Fee(s) & Developer Deposit, check payable to the Village of South Elgin

Other Submittal Documents, if applicable:

Community Development Department staff will instruct which submittal documents will be required as part of the Pre-Application Consultation meeting.

Submit 8 copies of all documents unless stated otherwise below. All plans must be to scale and no larger than 24"x36". Plan sets must be folded with the title block facing out. Partial submittals or rolled plans will not be accepted.

- | | |
|---|--|
| ☐ Address Exhibit | ☐ Plat of Annexation |
| ☐ Building Elevation Plans | ☐ Plat of Subdivision (Preliminary/Final) |
| ☐ Civil Engineering Plans
(Preliminary/Final) | ☐ Project Narrative |
| ☐ Fire Truck Turning Exhibit | ☐ Signage Package |
| ☐ Floor Plans | ☐ Site Plan |
| ☐ Landscape Plans | ☐ Stormwater Report (5 copies) |
| ☐ Phasing Schedule | ☐ Traffic Study (5 copies) |
| ☐ Photometric Plan | ☐ Wetland Report (5 copies) |
| ☐ Other: | |

- ☐ Digital Files (Submitted via Dropbox, Email, USB Drive, etc.)



Development Review Application

Village of South Elgin
Community Development Department
10 N. Water Street, South Elgin, IL
comdev@southelgin.com
(847)741-3894

For Office Use Only

Project Name: _____

Project Index Number: _____ **Date Received:** _____

Request (Check All Applicable):

- | | |
|---|---|
| ☐ Administrative Adjustment | ☐ Minor Subdivision (Final Plat) |
| ☐ Annexation | ☐ Planned Development |
| ☐ Comprehensive Plan Amendment | ☐ Special Use Permit |
| ☐ Concept Plan | ☐ Zoning Text Amendment |
| ☐ Developer Deposit | ☐ Vacation |
| ☐ Major Site Plan Review | ☐ Variation |
| ☐ Major Subdivision (Preliminary Plat) | ☐ Zoning Appeal |
| ☐ Major Subdivision (Final Plat) | ☐ Zoning Map Amendment |
| ☐ Minor Subdivision (Preliminary Plat) | ☐ Other: _____ |

Applicant Information:

Applicant's Name(s): _____

Company Name (*if applicable*): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Subject Property Information:

Property Address(es): _____

Subdivision: _____

Lot Number(s): _____

PIN(s): _____

Existing Use(s): _____

Current Zoning: _____

Area of Parcel(s) (Acres): _____

Legal Description: A legal description must be attached to this application

Property Owner Information:

Owner's Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Is the applicant the owner of the subject property?

☐ Yes ☐ No

(If not, a letter from the owner authorizing the applicant to file the application must be attached.)

Is the applicant and/or owner a trustee or a beneficiary of a land trust?

☐ Yes ☐ No

(If yes, a disclosure statement identifying each beneficiary of such land trust by name and address and defining his/her interest therein shall be verified by the trustee and shall be attached hereto.)

[illegible]

List of Applicant's Professionals

Provide only those who apply to the project.

Attorney:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Surveyor:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Civil Engineer:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Land Planner:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Architect:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Landscape Architect:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Traffic Engineer:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Other:

Contact Person(s): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Findings of Fact

Findings of Fact are the specific reasons given by the Village to either approve or deny an application or request. Findings of Fact are based on fact or substantial evidence, rather than opinion.

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications with specific written findings that are based on the specific standards for each application type, as defined in *Section 156.03 Applications* in the Village Code of Ordinances.

The applicant must submit written responses to each specific standard for each application type applicable to the request. Responses must be in complete sentences and should explain how the proposed request will comply with each standard.

Standards for Annexation

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for annexations with specific written findings based on each of the standards of this Section. (*Section 156.03.A Annexation*)

1. The proposed annexation is in compliance with state law.

2. The parcels proposed for annexation are contiguous to parcels located in the Village.

3. The annexation reflects all annexation or service extension policies of the Village.

4. The annexation will not adversely affect the planned pace of growth or redevelopment in other areas of the Village as indicated in the Comprehensive Plan.

5. The proposed annexation supports any planned capital improvement policy.

6. Proposed public infrastructure and utilities are provided to the satisfaction of the Village Engineer, including water facilities, wastewater facilities, drainage facilities, streets, and transportation facilities.

7. The proposed land use and related densities or intensities of development reflect the Village's Comprehensive Plan.

Standards for Major Site Plan Review

The Planning and Zoning Commission and Zoning Administrator shall evaluate applications for site plan review with specific written findings based on each of the standards of this Section. *(Section 156.03.C.2 Site Plan Review)*

1. The site plan for the proposed development is consistent with the existing character and zoning of adjacent properties and other property within the immediate vicinity of the proposed development.

2. The site plan for the proposed development will not adversely impact adjacent properties and other property within the immediate vicinity of the proposed development.

3. The site plan for the proposed development will be provided with adequate utilities, access roads, circulation systems, parking, drainage, exterior lighting, and/or other necessary facilities.

4. The site plan for the proposed development is designed to preserve the environmental resources of the lot.

5. The site plan for the proposed development contains high quality design that is consistent with the design standards of the zoning district and includes appropriate color, shape, density, and structure styles which contributes positively to the Village's aesthetic, economic, and environmental appearance and image.

6. The site plan for the proposed development is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.

Standards for Special Use Permit

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for special use permits with specific written findings based on each of the standards of this Section. (*Section 156.03.C.3 Special Use Permit*)

1. The proposed special use will not endanger the health, safety, comfort, convenience and general welfare of the public.

2. The proposed special use is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed special use.

3. The proposed special use will not impede the normal and orderly development and improvement of adjacent properties and other property within the immediate vicinity of the proposed special use.

4. The proposed special use will be provided with adequate utilities, access roads, drainage, and/or other necessary facilities.

5. The proposed special use is consistent with the intent of the elements of the Comprehensive Plan, this Unified Development Ordinance, and the other land use policies of the Village.

Standards for Variation

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for variations with specific written findings based on each of the standards of this Section. (*Section 156.03.C.5 Variation*)

1. The proposed variation will not endanger the health, safety, comfort, convenience, and general welfare of the public.

2. The proposed variation is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed variation.

3. The proposed variation alleviates an undue hardship created by the literal enforcement of this Ordinance.

4. The proposed variation is necessary due to the unique physical attributes of the subject property, which were not deliberately created by the applicant.

5. The proposed variation represents the minimum deviation from the regulations of this Ordinance necessary to accomplish the desired improvement of the subject property.

6. The proposed variation is consistent with the intent of the elements of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.

Standards for Administrative Adjustment

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for variations with specific written findings based on each of the standards of this Section. (*Section 156.03.C.6 Administrative Adjustment*)

1. The proposed administrative adjustment will not endanger the health, safety, comfort, convenience, and general welfare of the public.

2. The proposed administrative adjustment is compatible with the character of adjacent properties and other property within the immediate vicinity of the proposed administrative adjustment.

3. The proposed administrative adjustment alleviates an undue hardship created by the literal enforcement of this Ordinance.

4. The proposed administrative adjustment is necessary due to the unique physical attributes of the subject property, which were not deliberately created by the applicant.

5. The proposed administrative adjustment represents the minimum deviation from the regulations of this Ordinance necessary to accomplish the desired improvement of the subject adjustment.

6. The proposed administrative adjustment is consistent with the intent of the elements of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.

Standards for Map Amendments

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for zoning text or map amendments with specific written findings based on a balance of the standards for each type of amendment. (*Section 156.03.C.7 Zoning Text or Map Amendment*)

1. The proposed amendment will not endanger the health, safety, comfort, convenience, and general welfare of the public.

2. The proposed amendment is compatible with the existing uses, character, and zoning of adjacent properties and other property within the immediate vicinity of the proposed amendment.

3. The proposed amendment provides a relative gain to the public, as compared to any hardship imposed upon an individual property owner.

4. The proposed amendment addresses the community need for a specific use.

5. The proposed amendment corrects an error, adds clarification, or reflects a change in policy.

6. The proposed amendment is consistent with the intent of the elements of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.

Standards for Text Amendments

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for zoning text or map amendments with specific written findings based on a balance of the standards for each type of amendment. (*Section 156.03.C.7 Zoning Text or Map Amendment*)

1. The proposed amendment will not endanger the health, safety, comfort, convenience, and general welfare of the public.

2. The proposed amendment corrects an error, adds clarification, or reflects a change in policy.

3. The proposed amendment is consistent with the intent of the elements of the Comprehensive Plan, this Ordinance, and the other land use policies of the Village.

Standards for Planned Developments

The Village Board, Planning and Zoning Commission, and Zoning Administrator shall evaluate applications for planned developments with specific written findings based on a balance of both the standards of this Section (*Section 156.03.D Planned Development*) and the standards for special use permits (*Section 156.03.C.3.d Standards for Special Use Permits*).

1. The proposed planned development fulfills the objectives of the Comprehensive Plan, and other land use policies of the Village, through an innovative and creative approach to the development of land.

2. The proposed planned development will provide walkways, driveways, streets, parking facilities, loading facilities, exterior lighting, and traffic control devices that adequately serve the uses within the development, promote improved access to public transportation, and provide for safe motor vehicle, bicycle, and pedestrian traffic to and from the site.

3. The proposed planned development will provide landscaping and screening that enhances the Village's character and livability, improves air and water quality, reduces noise, provides buffers, and facilitates transitions between different types of uses.

4. The proposed planned development will provide site design and development that is based on sustainable principles to ensure that low impact alternatives are integrated into the proposed project.

5. The proposed planned development will protect the community's natural environment to the greatest extent practical, including existing natural features, water courses, trees, and native vegetation.

6. The proposed planned development will be provided with underground installation of utilities when feasible, including electricity, cable, and telephone, as well as appropriate facilities for storm sewers, stormwater retention, and stormwater detention.

Applicant's Understanding of Application

I, _____, hereby apply for review and approval of this application and represent that the application, requirements thereof, and supporting information have been completed in accordance with the Village of South Elgin Code of Ordinances.

Signature of Applicant

Date

Development Review Application Fee Schedule

Application fees are non-refundable.

	Application Type	Application Fee
☐	Annexation	\$300
☐	Major Site Plan Review	\$150
☐	Minor Site Plan Review	\$100
☐	Floodplain Development Permit	\$100
☐	Map Amendment	\$100 single lot under 10,000 square feet
		\$200 single lot equal to or greater than 10,00 square feet or any multiple lot application
☐	Special Use Permit	\$100 single lot under 10,000 square feet
		\$200 single lot equal to or greater than 10,00 square feet or any multiple lot application
☐	Variation	\$100 single lot under 10,000 square feet
		\$200 single lot equal to or greater than 10,00 square feet or any multiple lot application
☐	Variation After the Fact	\$1,000
☐	Planned Development	\$100 single lot under 10,000 square feet
		\$200 single lot equal to or greater than 10,00 square feet or any multiple lot application
☐	Vacations	\$300
☐	Administrative Adjustments	\$100
☐	Major Subdivision Preliminary Plat	\$300
☐	Major Subdivision Final Plat	\$300
☐	Minor Subdivision Preliminary Plat	\$100
☐	Minor Subdivision Final Plat	\$100
☐	Temporary Use Permit	\$50

TOTAL APPLICATION FEE(S) DUE* = \$ _____

**Payments shall be in the form of a check and made payable to the Village of South Elgin*

Developer Deposit

In addition to paying application fees, the applicant is required to deposit with the Village an amount which shall be used to reimburse the Village for project related expenses.

The applicant shall deposit with the Village an amount disclosed by the Zoning Administrator. The Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

The Village may demand additional payment(s) if the costs incurred during the review of the application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Deposits are refunded if not used.

***The applicant must sign the Staff/Consultant Review Reimbursement Acknowledgement form within this application packet.**

INITIAL DEVELOPER DEPOSIT DUE* = \$ _____

**Payments shall be in the form of a check and made payable to the Village of South Elgin*

Staff/Consultant Review Reimbursement Acknowledgement

The undersigned hereby acknowledges their obligation to reimburse the Village of South Elgin for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the South Elgin Unified Development Ordinance. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the South Elgin Unified Development Ordinance.

Signature of Applicant or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Name of Development

Parcel Index Number(s)

*This form must be executed and accompany all Unified Development Ordinance changes.
No Application will be accepted or processed without this completed form.*

Consent to On-Site Inspection

The undersigned are the owners of record of the real estate which is the subject of this application and do hereby freely and voluntarily consent to inspection of the site by the Zoning Administrator and/or designated representative, the Village of South Elgin Planning and Zoning Commission members and/or the Village of South Elgin Board of Trustees for purposes of determining the appropriateness of the pending proposed zoning application, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

Signature of Property Owner or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City

State

Zip Code

Name of Development

Parcel Index Number(s)

No Application will be accepted or processed without this completed form.

Public Hearing Notice Requirements

Per Illinois State Law and the Village of South Elgin Code of Ordinances (*Section 156.02.B Administrative Procedures*) certain requests must publish Legal Notices in a local newspaper and mail Legal Notices to adjacent property owners prior to the Public Hearing being held by the Planning and Zoning Commission.

Public Hearing Notice shall include the date, time, location, and purpose of the hearing, the name of the body holding the hearing, the name of the applicant, parcel index number (PIN), and the address of the subject property.

Applications that Require a Public Hearing:

- Special Use Permits
- Variation
- Zoning Text Amendments
- Zoning Map Amendment
- Preliminary Plat for a Major Subdivision
- Planned Development

Public Hearing Notice Requirements:

1. Published Notices:

Published notice of a public hearing shall be provided by the Village.

- a. Newspaper - The Village will publish notice of the public hearing in the local newspaper no less than 15 days, but no more than 30 days in advance of the scheduled hearing date.
- b. Village Website - The Village will public notice of the public hearing on the Village's website no less than 48 hours in advance of the scheduled hearing date.

2. Mailed or Delivered Notices:

Mailed or delivered notices shall be required for the following types of applications: Special Use Permits, Variations, Zoning Map Amendments, Preliminary Plat for a Major Subdivision, and Planned Developments.

- a. The Village will assist the developer in the process of completing the notice requirements.
- b. Mailed or delivered notices of the public hearing shall be sent to all properties located within 250 feet of the property line of the subject property.
- c. The applicant responsible for the mailed or delivered notice shall provide an affidavit to the Zoning Administrator stating that notice was provided to every property within 250 feet of the subject property as well as the names, addresses, and parcel index numbers of all notice recipients.

Sample Cover Letter for Public Hearing Notice:

Instructions: Fill in the blanks in the sample cover letter below and place on your corporate letterhead (or letterhead with your full name and mailing address). Be sure to sign and date the cover letter. The cover letter, public hearing notice, a copy of the site plan and any other supporting documents shall be mailed, by First Class mail, to the list of surrounding property owners provided by Village staff within the timeframe defined by Village staff.

(On Applicant's Letterhead)

(date)

Dear Neighbor:

I, **(applicant name)**, have submitted an application to the Village of South Elgin for **(type of application)** to allow **(describe project, use of land, number of units, etc.)** on the property located at **(address and property index number(s))**.

A copy of the site plan is enclosed for your information. Village Staff are currently reviewing our application material, including the site plan. If you have any concerns or questions regarding the proposed property and/or development, you are encouraged to call **(contact for the applicant)** at **(contact's telephone number)** or the Community Development Department at (847) 741-3894. You will also have the opportunity to comment about the proposed **(type of application)** at the South Elgin Planning and Zoning Commission meeting scheduled for Wednesday, **(PZC meeting date)** at 7:00 pm at South Elgin Public Safety Center, located at 50 S. Water Street, South Elgin, IL 60177.

Sincerely,

(Applicant Name)

Sample Affidavit for Public Hearing Notice:

Instructions: Fill in the blanks in the sample affidavit below. Attach a copy of the public hearing notice mailing ("**Exhibit A**") and attach a copy of the list of property owners notified of the public by first class mail ("**Exhibit B**"). Be sure to sign the affidavit and have the affidavit notarized by a notary.

AFFIDAVIT

The undersigned, being first duly sworn on oath, deposes and says that the attached notice, marked **Exhibit A** and made a part hereof, has been, in accordance with the procedures of the Village of South Elgin, served by first class mail or hand-delivered to all persons listed in **Exhibit B** attached hereto and made a part hereof. Said mailings being post marked _____, 20____, which is between 15 and 30 days prior to the meeting date of _____, 20____, are to the best of the Affiant's knowledge, a true and complete list containing the names of all the persons to whom the current real estate tax bills are sent of those premises lying within 250 feet, excluding right-of-way, in all directions of the subject property for which the application has been made.

Further, this Affiant sayeth not.

Affiant

{company name}

{name of affiant}

{mailing address}

SUBSCRIBED and SWORN to

before me this ____ day of _____, 20____.

Notary Public

Development Review Procedure

Refer to the South Elgin Planning and Zoning Commission Submittal Calendar for submittal and meeting dates.

There are a number of steps in the development review process in order to ensure that all requirements are completely satisfied. Depending on the complexity of the request, approximately 60-90 days may pass between the time of application and the time that the Village Board renders a decision. Timeframes are for illustrative purposes only in order to provide an estimate; actual time may vary depending on project type, responsiveness of the applicant, and completeness of the submittal materials.

Applications Reviewed by the Zoning Administrator:

Types of Applications reviewed by the Zoning Administrator:

- Minor Subdivision
- Minor Site Plan Review
- Zoning Appeal

Step 1: Pre-Application Consultation. The purpose of the required pre-application consultation is to allow the applicant to receive advice and assistance from the Zoning Administrator and appropriate Village staff prior to preparing a formal submittal.

Contact the Community Development Department to schedule a pre-application meeting at (847)741-3894 or via email at comdev@southelgin.com.

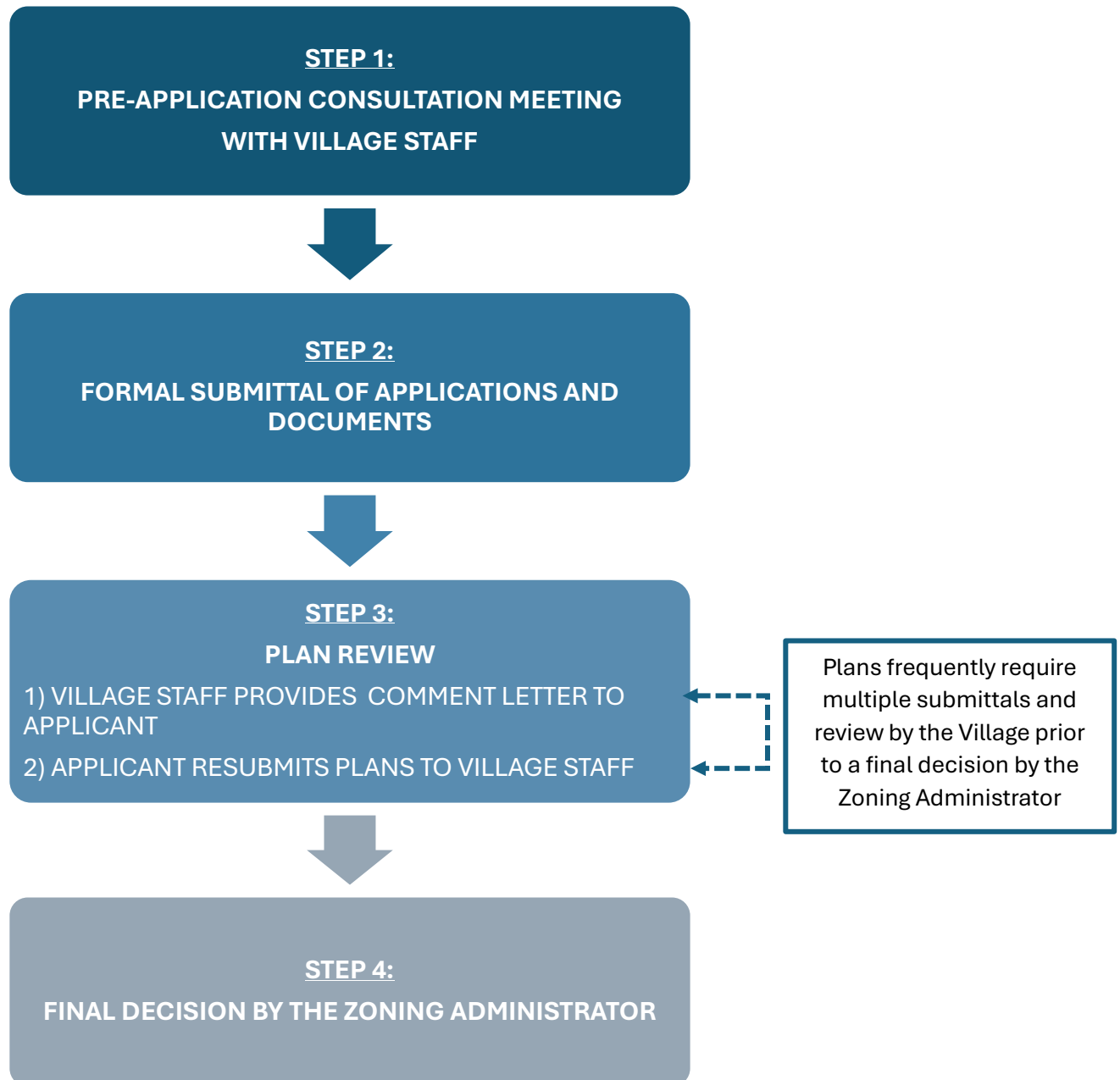
Step 2: Formal Submittal of Applications and Documentation. Upon determining that the application is complete, the Zoning Administrator shall evaluate the application pursuant to the standards of the Unified Development Ordinance. The Zoning Administrator may consult with other staff during the evaluation process.

Step 3: Plan Review. The Zoning Administrator will consult with other staff and departments during the review process. The Community Development Department will distribute plans to the Village's various departments, and collect their comments to provide to the applicant. It is the responsibility of the applicant to correct any irregularities and respond to any comments as indicated by staff in the review and revise the plans/documentation accordingly.

Plans frequently require multiple submittals and reviews prior to the prior to rendering a final decision.

Step 4: Final Decision by the Zoning Administrator. The Zoning Administrator shall render a decision within 30 days after receipt of a complete application and take action in the form of approval, approval with conditions, or denial of the application.

Development Review Timeline - Applications Reviewed by Zoning Administrator



Applications Reviewed by the Planning and Zoning Commission:

Types of Applications reviewed by the Planning and Zoning Commission:

- Major Site Plan Review

Step 1: Pre-Application Consultation. The purpose of the required pre-application consultation is to allow the applicant to receive advice and assistance from the Zoning Administrator and appropriate Village staff prior to preparing a formal submittal.

Contact the Community Development Department to schedule a pre-application meeting at (847)741-3894 or via email at comdev@southelgin.com.

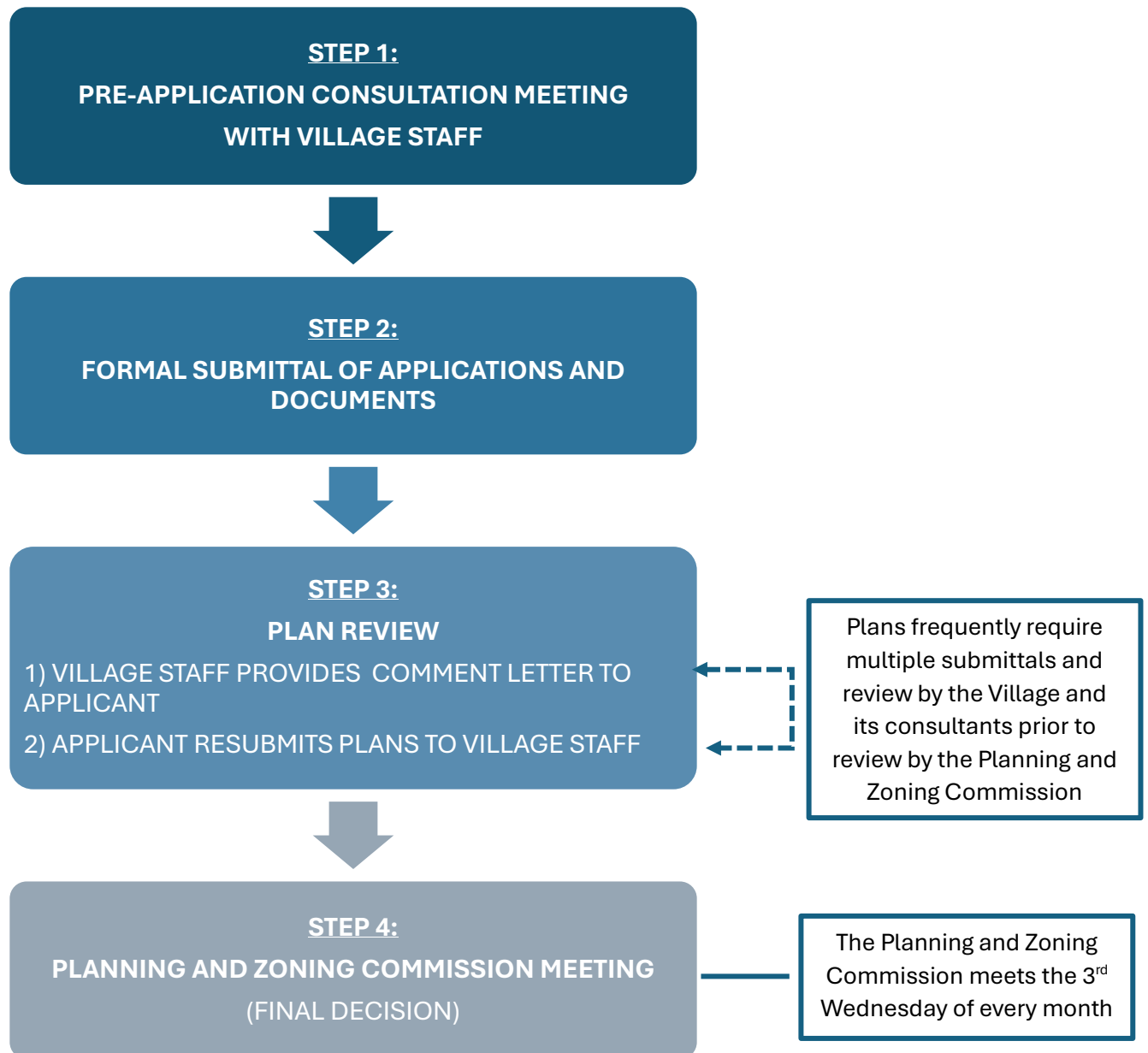
Step 2: Formal Submittal of Applications and Documentation. Upon determining that the application is complete, the Zoning Administrator shall evaluate the application pursuant to the standards of the Unified Development Ordinance.

Step 3: Plan Review. The Zoning Administrator will consult with other staff and departments during the review process. The Community Development Department will distribute plans to the Village's various departments, the Village's consulting engineers (Baxter & Woodman and WBK Engineering), the South Elgin Fire Protection District, the Fox River Water Reclamation District, and collect their comments to provide to the applicant. It is the responsibility of the applicant to correct any irregularities and respond to any comments as indicated by staff in the review and revise the plans/documentation accordingly.

Plans frequently require multiple submittals and reviews by the Village and its consultants prior to review by the Planning and Zoning Commission.

Step 4: Planning and Zoning Commission Meeting. The Community Development Department will coordinate final Planning and Zoning Commission meeting dates with the applicant. The Planning and Zoning Commission shall evaluate the application based upon the Zoning Administrator's report, the evidence presented at the public meeting, and each of the standards pursuant the Unified Development Ordinance.

Development Review Timeline – Applications Reviewed by the Planning and Zoning Commission



Applications Reviewed by PZC and the Village Board:

Types of Applications Reviewed by the Planning and Zoning Commission and the Village Board:

- Annexation
- Major Subdivision
- Special Use Permit
- Variation
- Zoning Text Amendment
- Zoning Map Amendment
- Planned Development

Step 1: Pre-Application Consultation. The purpose of the required pre-application consultation is to allow the applicant to receive advice and assistance from the Zoning Administrator and appropriate Village staff prior to preparing a formal submittal.

Contact the Community Development Department to schedule a pre-application meeting at (847)741-3894 or via email at comdev@southelgin.com.

Step 2: Formal Submittal of Applications and Documentation. Upon determining that the application is complete, the Zoning Administrator shall evaluate the application pursuant to the standards of the Unified Development Ordinance.

Step 3: Plan Review. The Zoning Administrator will consult with other staff and departments during the review process. The Community Development Department will distribute plans to the Village's various departments, the Village's consulting engineers (Baxter & Woodman and WBK Engineering), the South Elgin Fire Protection District, the Fox River Water Reclamation District, and collect their comments to provide to the applicant. It is the responsibility of the applicant to correct any irregularities and respond to any comments as indicated by staff in the review and revise the plans/documentation accordingly.

Plans frequently require multiple submittals and reviews by the Village and its consultants prior to review by the Planning and Zoning Commission.

Step 4: Notice of the Public Hearing. The Community Development Department will provide instructions to the applicant regarding sending mailing notices of the public hearing. Public Hearing notices must be mailed or delivered to the owners of all properties located within 250 feet of the property line of the subject property. The notice shall be provided no less than 15 days, but no more than 30 days, in advance of the scheduled hearing date.

The Village shall publish notice of the public hearing in the newspaper and on the Village's website.

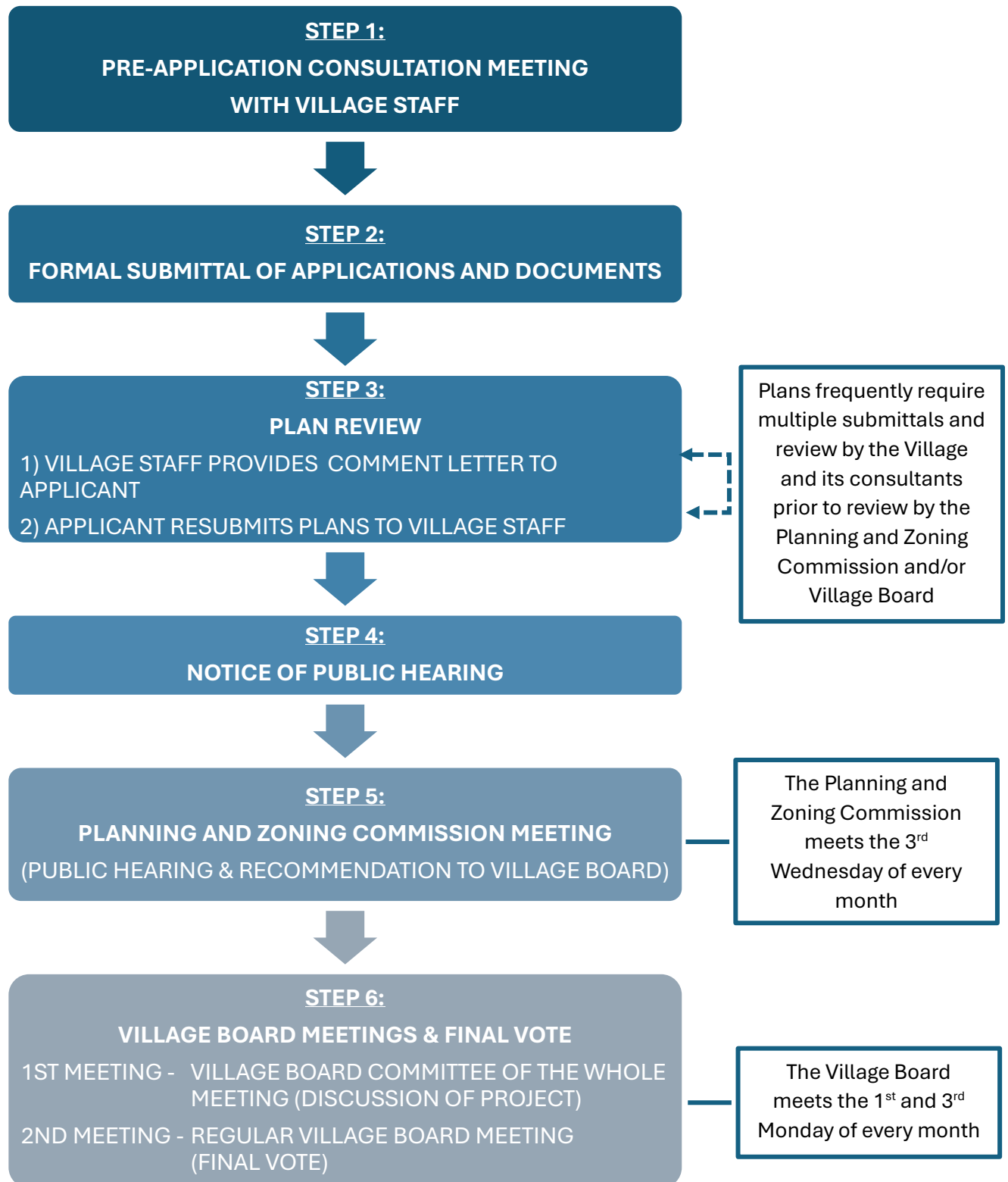
Step 5: Public Hearing at a Planning and Zoning Commission Meeting. The Community Development Department will coordinate final Planning and Zoning Commission meeting dates with the applicant. The Planning and Zoning Commission shall evaluate the application based upon the Zoning Administrator's report, the evidence presented at the public hearing, and each of the standards pursuant the Unified Development Ordinance.

The Planning and Zoning Commission is a recommending body and shall recommend approval, approval with conditions, or denial of the application.

Step 6: Village Board Meetings & Final Vote. The application will first be discussed during a Committee of the Whole Village Board Meeting. The Village Board shall evaluate the application based upon the Zoning Administrator's report, the recommendation of the Planning and Zoning Commission, the evidence presented at the public hearing, and each of the standards of the Unified Development Ordinance. No vote will occur at this meeting.

The application will then be presented at a Regular Village Board meeting for final vote. The Village Board shall take action in the form of approval, approval with conditions, denial, or referral of the application back to the Planning and Zoning Commission for further consideration.

Development Review Timeline – Applications Reviewed by the PZC& Village Board



Village Resources While Preparing Plans

The resources listed below are available on the Village's website, www.southelgin.com.

- [Section 156 Unified Development Ordinance of the Village Code of Ordinances](#)
- [Engineering Design & Inspection Manual](#)
- [Standards for Certificates, Statements, and Easements](#)
- [Kane County Stormwater Management Ordinance](#)
- [Allowed Tree Species List for South Elgin, IL](#)