

VILLAGE OF GRAYSLAKE PLANNING AND ZONING APPLICATION FORM

NOTE TO APPLICANT: Since this is a comprehensive application form, only those items related to your specific type of application(s) are to be completed. PLEASE PRINT OR TYPE. Attach additional sheets if necessary.

Any information in this application related to document submittal requirements is advisory in nature. The Village is not responsible for any omissions. It is the responsibility of the applicant to consult applicable Village Ordinances for complete submittal requirements

I - GENERAL DATA REQUIRED				
Name of Applicant	Address			Telephone
Street Address or Location of Property	Area _____ Square Foot _____ Acres			
Legal Description of Property (If legal description is in another form, attached copy)	Lot No.	Block No.	Tract No.	Present Zoning
Existing Use of Property (If more than one parcel, indicate use of each)				
Proposed Use of Property (Describe in detail, using separate sheet, if necessary)				

II - TYPE OF APPLICATION

According to the Village of Grayslake's Zoning and Subdivision Control Ordinances, application is made to the Plan Commission and/or Zoning Board of Appeals for the following: (number refers to additional data which must accompany a particular application)

Fee	X	Indicate Type of Application(s) Filed	
		<p><u>Subdivision Sketch Plan</u> Fee: \$300.00 See Fee Schedule Ordinance #99-0-44</p>	<p>Sketch Plan Submittal 4</p>
		<p><u>Rezoning and/or Annexation</u> Rezoning: \$550.00 Annexation: \$350.00 See Fee Schedule Ordinance #99-0-44</p>	<p>Reclassifying the 1 2 4 described property from a _____ zone and a _____ zone.</p>
		<p><u>Conditional Use Permit</u> Fee \$350.00</p>	<p>Requiring Plan Commission or Zoning Board and Village Board action.</p>
		<p><u>Temporary Use Permit</u> The establishment, maintenance, and operation of the proposed use(s) will not be detrimental to the general welfare of persons or property in the vicinity of the Village because _____.</p>	<p>Requiring Building Department action only 6</p>
		<p><u>Variance</u> Description of variance request: Fee: \$275.00 See Fee Schedule Ordinance #99-0-44</p>	<p>Zoning Ordinance of the Village of Grayslake 1 5</p>

1 Plot plan showing location of site or tract, proper dimensions, location of existing and proposed structures and nearest public streets should be shown if pertinent.

2 An accurate list of names and addresses of all owners of all property within a 250' distance of all boundaries of the subject property taken from the current Township or Lake County Assessor's office tax records and stamped business size envelopes addressed to those property owners. Failure to submit the required materials may delay the hearing on a matter set for public hearing or result in refusal of a tentative map for filing

3 Four (4) copies of subdivision map prepared and endorsed by a registered civil engineer or licensed land surveyor showing access to the property, property dimensions and other relevant data.

4 See subdivision control ordinance

5 Complete related portion of application form supplement.

6 See Section 17.20.030.F. of the Zoning Ordinance for temporary uses. See Section 17.24 for special use permits.

		3 4 5		
		1 3 5		
		3 4 5		
		1 3 5		

Subdivision Preliminary Plat

Fee \$3,000.00 for up to 10 acres.
Plus \$100.00 per acre in excess
of 10 and up to 20 acres. Plus
\$20.00 for each acre over 20
acres.

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Subdivision Final Plat

Fee \$3,000.00 for up to 10 acres.
Plus \$100.00 per acre in excess
of 10 and up to 20 acres. Plus
\$20.00 for each acre over 20
acres.

3 Four (4) copies of subdivision map prepared and endorsed by a registered civil engineer or licensed land surveyor showing access to the property, property dimensions and other relevant data.

Planned Unit Development

Fee \$1,500.00 up to 10 acres.
Then \$1,000.00 plus \$20.00 per
acre in excess of 10 acres.

4 See subdivision control ordinance

General Plan Amendment

Reclassifying the area from a _____ to a _____ designation.

Fee \$200.00

5 Complete related portion of application form supplement.

Private Street

No Fee Required

6 See Section 17.20.030.F. of the Zoning Ordinance for temporary uses. See Section 17.24 for special use permits.

TOTAL FEES

Rezoning and/or Annexation

Planning Commission, Zoning Board and Village Board action required. (See Subdivision Control Ordinance and/or Pre-annexation procedure as applicable).

Fees

For proposed annexation of land to the Village - \$350.00

Zoning and Rezoning Fees

- 1. All Zoning classifications
 - a) For a single unit - \$550.00
 - b) For more than a single unit including a subdivision - \$1,000.00

Variance

Zoning Board of Appeals action required, Public Hearing required.

Conditional Use Permit

Planning or Zoning and Village Board Action required, Public Hearing

Fee \$350.00

Temporary Use Permit

Building Department Action

Fee \$25.00

General Plan Amendment

Planning Commission and Village Board Action required

The Village Zoning Ordinance provides that zoning district boundaries may be amended. Whenever the public necessity convenience and welfare require such amendment.

Variations – under Section 505B Procedures of Grayslake Zoning Ordinance. The purpose of the variance is to allow relief from the strict application of the terms of the Zoning Ordinance where by reason of the exceptional narrowness, shallowness or unusual shape of a specific piece of property on the effective date of the Zoning Ordinance, or by reason of exceptional topographic conditions or other extraordinary situation or condition of such piece of property or the use or development of property immediately adjoining the piece of property in question, the literal enforcement of the requirements of this chapter would involve practical difficulties or would cause undue hardship unnecessary to carry out the spirit and purpose of the ordinance.

The Grayslake Zoning Ordinance requires conditional use permits for specified uses of land in every zoning district, for the purpose of providing proper integration into the community of uses which may only be suitable in specific locations in a zoning district, or only if such users are designed or laid out in a particular manner on the site. See Section 206 of the Zoning Ordinance.

The Planning Commission considers amendments to the Comprehensive Plan as required. Application fee for amendment consideration - \$200.00.

Certificate of Hearing

The recommendation on the variance request is rendered by the Zoning Board of Appeals.

This is to certify that pursuant to Section 505B of the Grayslake Municipal Code:

_____ A hearing was held at which time I had the opportunity to present statements, evidence and witnesses in support to this variance request.

Preliminary Plat _____ 30 prints to be submitted. See Subdivision Control Ordinance.

Final Plat TR (See Subdivision Control Ordinance.)

Continued on Page 6.

