

# **The Village of East Dundee Planning and Zoning Application**



*Village of East Dundee Guide for Submitting  
Planning and Zoning Applications*

**Created: April 2008**  
**Revised: January 2017**



Thank you for your interest in improving your property or developing in East Dundee! The success of our Village is dependent upon individuals like you investing in our community and strengthening our tax base so we can continue to provide excellent services and an outstanding quality of life.

We realize that many of you do not routinely seek zoning approvals and may be doing so now only as a means to a greater end of improving your home or business. Further, for those of you more actively involved in land development, we are very aware of the time and expense that goes into planning a project and preparing an application. Accordingly, we have streamlined our development review system to make it as understandable and predictable as possible whether you are a first time applicant or a highly experienced developer.

This package of materials covers the full breadth of our development review system and should prove useful to you throughout the process. In addition, our staff is always available to you to answer questions and help provide guidance. In fact, nearly all types of applications require a pre-application meeting with our staff so we can answer any questions and provide guidance to move you through the system as quickly as possible. To schedule a pre-application conference or to discuss your potential project further, please call Katherine Holt at (847) 426-2822 x6119

We appreciate your interest in East Dundee and look forward to working with you to improve our community!

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Lael Miller, President

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John Brewer, P&Z Chair

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Robert Skurla, Village Administrator

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# **SECTION 1:**

## **DEVELOPMENT REVIEW PROCESS OVERVIEW**

### **Process Objectives**

The following objectives were used in establishing the East Dundee Development Review Process:

- Establish contact and a positive working relationship with applicants early in their concept planning and maintain communication with them throughout the development review process.
- Identify and provide all needed information at the front end of the process to avoid delays on the back end.
- Create a solid record of project information and justification for Village decision-makers to rely upon.
- Ensure the public is notified of all proposed projects, provided access to all information and given an opportunity to fully participate in public hearings.
- Construct a process where the time and expense involved are proportionate to the potential impacts of the project.
- Provide an expedited schedule of review, yet ensure projects are fully understood and evaluated before acting on them.
- Reduce the risks and uncertainties inherently associated with land development projects for the benefit of the applicant, surrounding residents and property owners, Village officials, and other affected units of local government.

### **Process Overview**

The East Dundee Development Review Process consists of the following three phases:

- Phase One: Pre-application
- Phase Two: Application Processing
- Phase Three: Decision-making

### **Time Schedule**

Depending on the specifics of a particular project, the time periods may be compressed or expended as necessary to ensure all relevant information is made available and fully evaluated prior to action being taken by the P&Z or Village Board. The Village of East Dundee prides itself in being able to work through the development review process in an efficient and expeditious manner and is committed to doing so on every project. However, there are times when the schedule may need to be altered to ensure the best result possible for all concerned.

Our process is “front-loaded” with extensive data gathering and preparation of materials by the applicant, with guidance by Village staff. This is intentional. In our experience, additional time on the front end more than pays for itself by preventing delays on the back end. While we can and do make adjustments to our application requirements on a project-by-project basis, we also know from experience what information our citizens, staff, P&Z and Village Board will need to fully evaluate a project. Therefore, our requirements and our process are designed specifically to avoid processing and decision-making delays once an application is submitted.

### **Phase One: Pre-application Preparations**

Our process formally begins with a pre-application conference with Village staff. Below is the *minimum* time period required for convening this meeting. However, we strongly encourage you to begin discussing your potential project with Village staff as early in your planning process as possible. Further, there is no limit to the number of meetings you can have with the staff. The staff is here to assist you in putting together a project that meets all of your objectives, complies with all codes, and furthers the Village’s growth and development objectives. The earlier we are brought into your process, the greater the likelihood that all of these goals can be met.

**Project Type** **Required Pre-Application Conference with Village Staff**

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Administrative Appeal	2 weeks prior to application deadline
Site Plan Review	
Concept Development Plan	2 weeks prior to application deadline
Concept Subdivision Plan	2 weeks prior to application deadline
Single Family/Duplex Variance	2 weeks prior to application deadline
All other Variances	30 days prior to application deadline
Special Use	30 days prior to application deadline
Preliminary and Final Planned Unit Development	30 days prior to application deadline (an informal review with the P&Z 30 days prior to the application deadline is strongly recommended)
Preliminary and Final Plat of Subdivision	30 days prior to application deadline (an informal review with the P&Z 30 days prior to the application deadline is strongly recommended)

To arrange a pre-application conference or to discuss the status of your project at any time, please contact:

Katherine Holt, Village Clerk  
Village of East Dundee  
120 Barrington Avenue  
East Dundee, IL 60118  
Phone: (847) 426-2822 ext. 6119  
Fax: (847) 426-2956  
kholt@eastdundee.net

## Phase Two: Application Processing

### Application Deadlines

Application deadlines are five weeks prior to the P&Z meeting at which the application will be heard. Typically, the P&Z meets on the second Thursday of each month, although this may change as necessary to accommodate holidays and ensure a quorum of members are available. All P&Z meeting dates, related application deadlines, and forms are available at the Village Hall or on-line at [www.eastdundee.net](http://www.eastdundee.net). Please note that an application can be submitted at any time *prior* to the deadline. This is highly recommended for more complex projects to ensure that all materials are provided and that the application is complete so that it can be processed in a timely fashion.

### Review Agencies

Several copies of the application materials are required so that they may be distributed to various Village staff, technical consultants and other units of local government for review and comment. Below is a list of all typical reviewers for more complex projects. Many of these typically are not included for less complex projects. If applicant's have specific questions or concerns about the impact of their project on one or more of these agencies, they are welcomed and encouraged to contact them directly.

<u>Review Agency</u>	<u>Contact Name</u>	<u>Phone</u>	<u>E-Mail</u>
<b>Village of East Dundee Staff</b>			
Village Administrator	Robert Skurla	(847) 426-2822 ext. 6120	<a href="mailto:rskurla@eastdundee.net">rskurla@eastdundee.net</a>
Deputy Village Administrator	Jennifer Johnsen	(847) 426-2822 ext. 6118	<a href="mailto:jjohnsen@eastdunde.net">jjohnsen@eastdunde.net</a>
Building Official	Jim Kelly	(847) 426-2822 ext. 6303	<a href="mailto:JKelly@eastdundee.net">JKelly@eastdundee.net</a>
Public Works Director	Jim Kelly	(847) 426-2822 ext. 6303	<a href="mailto:JKelly@eastdundee.net">JKelly@eastdundee.net</a>
Police Chief	Terry Mee	(847) 426-2822 ext. 6105	<a href="mailto:tmeee@eastdundee.net">tmeee@eastdundee.net</a>
<b>Village Technical Consultants</b>			
Engineer	Joe Heinz Heinz Engineering	(847) 426-4535	<a href="mailto:jheinz@glheinzinc.com">jheinz@glheinzinc.com</a>
Planner	Scott Harrington Vandewalle & Associates	(608) 255-3988 ext. 223	<a href="mailto:sharrington@vandewalle.com">sharrington@vandewalle.com</a>
<b>Other Local Governments</b>			<b>Website</b>
Fire District	Steve Schmitendorf	(847) 426-7521	<a href="http://www.edfire.com">www.edfire.com</a>
Park District		(847) 428-7131	
School District		(847) 426-1975	
Dundee Township Assessor		(847) 428-2634	

### Review Agency Comments

Any written comments from any review agencies will be forwarded to you either at or prior to the P&Z hearing. In the event the comments call for significant revisions to the plan or are otherwise complex in a nature, the Village will arrange a meeting with you and the respective review agencies. The goal of the meeting will to suggest solutions to any issues raised by the agencies and to determine an appropriate timeframe for responding. In most instances, a written response to each comment is sufficient to move the application forward to the P&Z hearing as planned. However, in some instances, more time will be needed to revise the plans and the project will need to be continued to the next P&Z hearing date.

The written response to comments should be in a memo or letter form addressed to the Village of East Dundee Building and Administration Department. In addition, revisions to plans, drawings and other materials are encouraged as appropriate to address the comments. At a minimum, the memo or letter must be provided to the Assistant Village Administrator one week prior to the P&Z hearing for inclusion in the hearing packet. If available, revised drawings and other materials should be submitted at that time as well, or brought to the hearing and presented.

## Public Notice

Projects requiring public notice will require the following:

- Published Notice in a local newspaper - For your convenience the Village will write the public hearing notice and publish it in the paper. The Applicant will be responsible for paying the cost of notice in the paper.
- Mailed Notice - To all property owners within 250 feet of the subject property. The applicant must supply the Village with a list of the property owners notified. The property owner is solely responsible for this and must bring the certified receipts to the Planning and Zoning Meeting.
- Posting a Public Hearing Sign- A sign must be placed on the property notifying residents of the public hearing being held. The Village will be responsible for posting and taking down the sign.

## *Mailed Notice*

Mailed notice shall be provided to all property owners within 250 feet of the subject property within the same time period as prescribed for the newspaper notice. A list of property owner names, addresses and PINs can be obtained for a fee from the Dundee Township Assessor at the address listed below. The mailed notice must include all of the information contained on the Village's Public Notice Template, in addition to a contact name and number for the applicant. The form of the notice also can be changed to a letter if you wish, and additional information about the project also can be included, such as a copy of the site plan.

A list of the names, addresses and PINs of all properties to receive mailed notice must be submitted with the application. The Return Receipts "green cards" must be submitted to the Village prior to the opening of the P&Z hearing or the hearing will be postponed until they are provided.

## **Dundee Township Assessor- (847) 428-2634**

611 East Main Street  
Suite 101  
East Dundee IL 60118  
M-F 7:30am-4:00pm

## **Phase Three: Decision Making**

### P&Z Public Hearing

Except in very unusual cases, the P&Z public hearing is the only public hearing held on an application. Although the Village Board will meet after the hearing to discuss and take action on a project, the only information they can consider is the information contained in "the record" of the P&Z public hearing. Accordingly, it's critical you ensure that the record is complete. This includes bringing all technical experts of your design team to testify and/or be available for questions or cross-examination. Written reports alone may not be adequate evidence, particularly if their findings are challenged.

The public hearing typically will proceed as follows:

- Confirmation of required published, mailed and posted notices
- Opening of the hearing by the P&Z
- Swearing in of witnesses
- Presentation of the project by the applicant (Summary presentation of what the project is, and how it complies with the applicable approval criteria including the response to any comments from the review agencies. Keep in mind that while P&Z members have copies of the complete application and staff report, members of the public may be learning of the project for the first time.)
- Questions of the applicant from P&Z members

- Summary review by staff (Brief review of the project and any significant comments from the review agencies. May or may not include a recommendation as well.)
- Questions of the staff from P&Z members
- Comments and questions from project supporters
- Comments and questions from project objectors
- Cross examination of witnesses (Under Illinois law, those registering as supporters and objectors have the right to cross-examine the applicant, members of the applicant's design/consulting team, Village staff, consultants, review agencies and any other parties presenting evidence at the hearing. Likewise, registered supporters and objectives also may be cross-examined by any of these other hearing participants.)
- Comments from the public (registered as neither supporters nor objectors)
- Final questions of hearing participants by P&Z members
- Final project summation/rebuttal by the applicant
- Closure of the hearing by the P&Z (Due to time constraints or a lack of information, the P&Z may opt to continue the hearing to another date and time. If continued in this manner, no additional notice is required.)
- Deliberations by the P&Z (At this point the hearing is closed and discussion is permitted only by P&Z members. In some instances, they may ask clarifying questions of hearing participants, but no new testimony is permitted.)
- Recommendation by the P&Z (Typically, deliberations and final action is taken by the P&Z on the same night as the hearing. In some instances, though, the deliberations and final action may be continued to future meetings as they P&Z may deem necessary.)

#### Initial Village Board Meeting

Following the Planning and Zoning Meeting the Village will notify the applicant of the time and date that the project will appear before the Village Board. You should plan to attend this meeting and be available for questions, but a formal presentation typically is not required. In some instances, the Village Board may permit comments from other members of the public but only as a matter of clarifying information that is already on the record. If new information comes to light that the Village Board wishes to consider, then the matter may be remanded back to the P&Z to conduct another hearing so the information may be properly entered into the record and considered.

Following the P&Z hearing, Village staff may produce draft legislation for the Board's consideration. This is usually in the form of one or more ordinances or resolutions approving the project and may also contain various conditions of approval.

#### Final Action by the Village Board

The Village Board will formally consider the legislation related to the project. You should plan to attend this meeting and be available for questions, and present a short formal presentation summarizing your project. The Village will notify you when your application will be up for consideration.

#### Next Steps

Within a week or so of action by the Board, you will receive a phone call that will notify you of the next significant steps required to move the project forward (such as the need to obtain building permits, driveway permits, utility connections, etc.). It is important to remember that the zoning or subdivision approval process is only the first of many steps to getting a project approved, constructed and completed. Also, you may request a copy of the final legislation.



## **SECTION 2:**

# **INSTRUCTION FOR COMPLETING APPLICATIONS FOR DEVELOPMENT APPROVAL**

### **Application Form Overview**

Each type of requested approval (e.g. rezoning, variance, planned unit development) has a unique application form. However, the general layout of each form is the same and consists of the following parts:

- Part I: General Information
- Part II: Application Requirements
- Part III: Project Justification

This Section of the Guide provides general instructions on how to complete each part. A complete list of all application forms available is provided in Section 4.

Prior to beginning an in-depth description of how to complete the form, please note the following:

- In addition to serving as an application form, each form also is constructed as an application tracking device for use by Village staff. As a result, completion of the form involves both the applicant and Village staff. Areas reserved for use by Village staff are clearly identified, but care should be taken when completing the form so that only the appropriate portions are completed by the applicant.
- Although these instructions provide several definitions and descriptions of various items contained on the application form, the manual and form are not intended to replace or fully describe the requirements of the Village Zoning and Subdivision Codes or other land development ordinances. Please familiarize yourself with all codes and ordinances which relate to your particular project. To assist in identifying applicable codes and ordinances, appropriate references are provided throughout the instruction manual. This will be further identified by the Village staff at the pre-application conference as well.
- The intent of the instruction manual is to provide all information necessary to accurately complete the application form. However, a pre-application meeting with Village staff is required for all types of applications and is strongly recommended with the Plan Commission for all planned unit developments and subdivisions. Please review Section 1 of this Guide to determine when a meeting with the staff should be scheduled.
- Instruction summaries are provided on the application form at the beginning of each Part for quick reference, but they are not intended to replace the complete instructions provided in this Guide.
- The forms are available on-line at [www.eastdundee.net](http://www.eastdundee.net) or hardcopies may be obtained free of charge at the Village Building Department during regular business hours.

### **Part I. General Information**

All requested information in this Part of the application should be self-explanatory. Please be sure to include the signatures of both the owner and the agent (if applicable). Note that the file number at the upper right hand corner and tracking section at the bottom are to be completed by Village staff.

### **Part II. Application Requirements**

### Typical Materials

Each application form indicates the type and quantity of materials required to be submitted with the application. Please note that the materials listed on the form are those that are typical for the particular type of request. At the pre-application conference, the Village staff may waive some of these requirements and/or request additional information as may be necessary to fully evaluate a particular project. Likewise, the Planning and Zoning Commission (P&Z) and Village Board may also request additional information as they may deem necessary prior to taking action.

### Multiple Copies

Multiple copies are required for certain materials so they can be distributed to various Village staff, Village technical advisors and other review agencies as described in Section 1 of this Guide. Copies are distributed to all P&Z members and members of the Village Board as well. Where two quantities of drawings are required (such as: 3/18), the first number indicates the number of full-size drawings to be submitted (at a scale of at least 1" = 20' and no larger than 30" x 42") and the second number indicates the number of reduced 11"x17" copies to be submitted. At least one of the original full-size drawings should be signed and sealed by the preparer.

To expedite distribution, please collate all of the materials into separate packets. Packet contents should be assembled in the order they are listed on the application form, except that all drawings should all be collated together at the back of the packet.

### Electronic Files

Separate electronic files of each item must be submitted in one of the following formats:

- Adobe Acrobat (PDF)
- Microsoft Word
- Microsoft Word Form
- Microsoft Excel

### Item Descriptions/Definitions

The materials required to be submitted are different for each type of application and to some extent, are unique to each project. The following are descriptions of the most commonly requested materials. Note that each item has a number and the required items are listed in numerical order on the chart in Part II of the application form; however, some items on the form are skipped as not all items are required for each type of application.

1. **Completed Development Application Form** – includes completion of all sections of the *Village of East Dundee Application for Development Approval Form* for the particular type of request (e.g. rezoning, variance, etc.). Applicants for development projects that require multiple approvals (such as a rezoning and planned unit development) shall complete and submit both forms. Below are a list of forms included in the packet that must be submitted with the application/applications.
  - a. **Reimbursement and Hold Harmless Agreement and Deposit** – an executed and notarized form wherein the applicant agrees to reimburse the Village and hold the Village harmless for all fees incurred for the review of the proposed project by professional consultants of the Village's choosing including, but not limited to, engineers, planners, and attorneys. Depending on the nature of the application, the Village will establish a deposit amount at the pre-application conference. A separate check shall be provided in the appropriate amount. Returned checks shall cause the application to become void and all processing of it will be ceased immediately. The form is provided in Section 4.
  - b. **Affidavit of Ownership & Control**– an executed and notarized form that provides for the designation of an agent to act on the owners' behalf in regard to the subject application. Designation of an agent is not required. The form is provided in Section 4.
  - c. **Affidavit & Disclosure**-- A document that states that applicant will be responsible for paying all costs incurred to the Village for the applicant's project.
  - d. **Findings of Fact**-- A document that states all requested code changes and how changes conform to current area.

2. **Project Narrative** – a two-page or less written narrative describing the proposed project. To keep the narrative brief, applicants are encouraged to reference plans, drawings and other materials submitted with the application. The following are the types of information to include as they may be relevant:
  - a. General description of the project including:
    - i. Disposition of existing buildings and improvements (demolish, retain, enlarge, renovate)
    - ii. The type(s) of land use(s)
    - iii. Primary occupants/tenants
    - iv. Number of buildings
    - v. Size of the building(s)
    - vi. Number of stories
    - vii. Exterior building design and use of materials
    - viii. Proposed location of and access to parking areas
    - ix. Proposed landscaping and screening/buffering
  - b. Unique aspects of the project.
  - c. Need for the project (from the owner’s perspective).
  - d. Benefits of the project (from the Village’s perspective).
  - e. Measures taken to minimize any adverse impacts on surrounding properties.
  - f. General consistency with the comprehensive plan.
  - g. General consistency with the zoning ordinance.
  - h. Extent of discussion with neighbors, if any, regarding the project and their general response.
3. **Application Fee** – process fee for the particular type(s) of request(s). Fees are cumulative; therefore, if a single project requires more than one type of review and approval, the corresponding fees for each review must be included. Only cash and checks are accepted, with checks made out to the Village of East Dundee. Returned checks shall cause the application to become void and all processing of it will be ceased immediately. The current fee schedule is provided in Section 3 of this Guide.
4. **Public Hearing Notice** – At the time the application is submitted, the applicant must submit a list of the names, addresses, and legal descriptions (or Permanent Index Numbers) for all property owners within 250 feet of the project site boundary, according to the latest official tax roll maintained by Dundee Township Assessor’s Office.
  - a. Following the submittal of an application the Village will draft the Public Hearing Notice and give it to the applicant to mail out to surrounding property owners.
  - b. Prior to the opening of the P&Z public hearing, the following shall be provided to the Village at the Planning and Zoning Meeting:
    - i. The actual Return Receipt cards (“green cards”) for each of the above property owners demonstrating that the notice was mailed in a timely fashion; and
5. **General Location Map** – a drawing or map showing all roads, water bodies, public facilities, and other significant natural or manmade features within a one-mile radius of the project site. Must include a north arrow. May be included as an inset on the Site Plan.
6. **Property Plat Map** – a copy of the original plat for the property showing the lot layout and dimensions and the location of any easements and adjoining rights-of-way. The map shall be accompanied by a written legal description of the property and PIN(s), including the size of property in acres and square feet.
7. **Simple Survey** – a scaled drawing containing the following:
  - a. Title of project (may be project owner’s name).
  - b. Project address and PIN(s).
  - c. Legal description.
  - d. Size of property in acres and square feet.
  - e. North arrow.
  - f. Scale. Must be sufficient to be legible in 11”x17” format.
  - g. Project site boundaries and dimensions.
  - h. Adjoining rights-of-way dimensions and improvements.
  - i. Section lines.
  - j. Zoning district boundaries.
  - k. Easement locations and purposes.
  - l. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - m. Location and dimensions of all existing building footprints and number of floors.
  - n. Setback dimensions of all existing buildings from property lines.
  - o. Location and dimensions of all other existing structures and improvements including, but not limited to: signs, fences and walls; trash enclosures; storage structures; utility poles, boxes, structures, manholes and known underground mains and service lines; light poles; decks and patios; etc.
  - p. Location and dimension of existing driveways and property access points.
  - q. The location and dimensions of all existing paved/impervious areas.
  - r. The location and dimensions of all existing stormwater detention/retention facilities.
  - s. Floodplain boundaries with zone designations and base flood elevations, where applicable.
  - t. Name, address, and phone number of preparer.

- u. Date of initial preparation and revisions.
  - v. Signature and seal of preparer.
8. **Alta Survey** – a scaled drawing containing the following:
- a. Title of project (may be project owner's name).
  - b. Project address and PIN(s).
  - c. Legal description.
  - d. Size of property in acres and square feet.
  - e. North arrow.
  - f. Scale. Must be sufficient to be legible in 11"x17" format.
  - g. Project site boundaries and dimensions.
  - h. Adjoining rights-of-way dimensions and improvements.
  - i. Section lines.
  - j. Zoning district boundaries.
  - k. Easement locations and purposes.
  - l. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - m. Location and dimensions of all existing building footprints, first floor elevations and number of floors.
  - n. Setback dimensions of all existing buildings from property lines.
  - o. Location and dimensions of all other existing structures and improvements including, but not limited to: signs, fences and walls; trash enclosures; storage structures; utility poles, boxes, structures, manholes and known underground mains and service lines; decks and patios; etc.
  - p. Location and dimension of existing driveways and property access points.
  - q. The location and dimensions of all existing paved/impervious areas.
  - r. The location and dimensions of all existing stormwater detention/retention facilities.
  - s. Floodplain boundaries with zone designations and base flood elevations, where applicable.
  - t. Existing grade elevations at all property lines, adjacent street centerlines, and appropriate locations throughout the interior of the project site.
  - u. The location and type (common and scientific name) of all existing vegetation having a caliper of four inches or greater.
  - v. Name, address, and phone number of preparer.
  - w. Date of initial preparation and revisions.
  - x. Signature and seal of preparer.
9. **Photographs of Existing Property and Area** – photographs (5' x 7" or larger) of the existing property and surrounding area with labels (such as "North side of house" or "Neighboring property to the east"). At least one set must be in color.
10. **Concept Site Plan** – a drawing, preferably using a property survey as a base, that provides a schematic or generalized layout of proposed buildings or uses, depending on the type and scale of the project, that contains the following:
- a. Title of project (may be project owner's name).
  - b. Project address and PIN(s).
  - c. Size of property in acres and square feet.
  - d. North arrow.
  - e. Scale (may be approximate).
  - f. General project site boundaries.
  - g. General location of existing public and private streets.
  - h. General location of proposed areas of development. Depending on the size and type of project, may be shown using "bubbles" for general location of different land uses and/or generalized building footprints or envelopes.
  - i. General internal circulation system with proposed locations of connections to existing streets.
  - j. General location of any known easements or floodplains.
  - k. General location of significant natural resources to be preserved such as woodlands, wetlands, streams, etc.
  - l. General location of any proposed on-site stormwater detention/retention areas.
  - m. Name, address, and phone number of preparer.
  - n. Date of initial preparation and revisions.
  - o. Signature of preparer.
11. **Site Plan** – a scaled drawing containing the following:
- a. Title of project (may be project owner's name).
  - b. Project address and PIN(s).
  - c. Size of property in acres and square feet.
  - d. North arrow.
  - e. Scale. Must be sufficient to be legible in 11"x17" format.
  - f. Project site boundaries and dimensions.
  - g. Location and dimensions of existing and proposed public and private streets.
  - h. Zoning district boundaries.
  - i. Easement locations and purposes.
  - j. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - k. Location and dimensions of all building footprints, first floor elevations and number of floors.
  - l. Setback dimensions of all buildings from property lines.

- m. Location and dimensions of all other structures and improvements including, but not limited to: signs, fences and walls; trash enclosures; storage structures; decks and patios; etc.
  - n. Location, dimensions and surface materials of all temporary and permanent outdoor storage or display areas.
  - o. Location and dimension of property access points.
  - p. The location and dimensions of all paved/impervious areas.
  - q. For non-residential projects and residential projects of greater than two units:
    - i. All common area facilities including parking and recreation/open space;
    - ii. Parking stall, loading space, and aisle/driveway dimensions and locations of all standard and handicapped parking spaces and loading spaces; and
    - iii. Phasing plans, if applicable.
  - r. The location and dimensions of all stormwater detention/retention facilities including the point of discharge from the property.
  - s. Floodplain boundaries with zone designations and base flood elevations, where applicable.
  - t. Name, address, and phone number of preparer.
  - u. Date of initial preparation and revisions.
  - v. Signature and seal of preparer.
12. **Building Elevations** – drawing(s) containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. Scale. Must be sufficient to be legible in 11”x17” format.
  - d. The north, south, east, and west elevations of all proposed structures.
  - e. Roof area slope directions and pitches.
  - f. Structure heights.
  - g. Proposed wall, window, door, trim and roof materials.
  - h. Name, address, and phone number of preparer.
  - i. Date of initial preparation and revisions.
  - j. Signature and seal of preparer.
  - k. (Note: Landscaping shall **not** be included.)
13. **Floor Plans** – a drawing(s) containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. Scale. Must be sufficient to be legible in 11”x17” format.
  - d. The interior location of all walls, rooms, halls, stairs, elevators, storage areas, doors, windows, mechanical chases, etc. on each floor of each structure.
  - e. The intended use of each room on each floor of each structure.
  - f. Name, address, and phone number of preparer.
  - g. Date of initial preparation and revisions.
  - h. Signature and seal of preparer.
14. **Roof Plan** – a drawing(s) containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. Scale. Must be sufficient to be legible in 11”x17” format.
  - d. The direction and pitch of all roof areas of all structures.
  - e. Type(s) of roofing material.
  - f. Location and types of roof-mounted mechanical equipment and any related screening.
  - g. Name, address, and phone number of preparer.
  - h. Date of initial preparation and revisions.
  - i. Signature and seal of preparer.
15. **Color Rendering** – a drawing rendered in the actual colors intended for the proposed structures. May be shown in elevation or perspective. Landscaping should be included. The name of the project or owner’s name shall be included on the drawing along with the date of preparation. (Note: All drawings presented to the Village become property of the Village unless a suitable reproduction, i.e. a color copy or photograph, is provided to the Village in lieu of the original.)
16. **Material Samples** – samples of proposed exterior building materials and special paving.
17. **Landscape Plan** – a scaled drawing containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. North arrow.
  - d. Scale. Must be sufficient to be legible in 11”x17” format.
  - e. Project site boundaries and dimensions.
  - f. Location and dimensions of existing and proposed public and private streets.
  - g. Easement locations and purposes.
  - h. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.

- i. Water courses.
  - j. All building footprints.
  - k. All other structures and improvements including, but not limited to: signs, fences and walls; trash enclosures; storage structures; utility poles, boxes and structures; light poles; decks and patios; etc.
  - l. All temporary and permanent outdoor storage or display areas.
  - m. Driveways and property access points.
  - n. All impervious/paved areas and materials.
  - o. All designated retention/detention areas and/or other drainage improvements such as catch basins and trench drains.
  - p. The type (common and scientific name) and location of all existing vegetation having a caliper of four inches or greater which is to remain in its current location.
  - q. The type (common and scientific name) and proposed location of all existing vegetation having a caliper of four inches or greater which is to be relocated on site.
  - r. The type (common and scientific name) and number of all existing vegetation having a caliper of four inches or greater which is to be removed entirely from the subject site.
  - s. The type (common and scientific name) of all new vegetative materials to be planted. If desired, generic plant descriptions may be used on the drawing if a list of actual plants also is provided. For example, the term "shade tree" may be used on the drawing provided that a list is included which specifies those trees which will be used as shade trees.
  - t. A list of the types (common and scientific names), numbers, and quality of all vegetative materials to be planted. If generic type names are used, the total number and quality of the materials still must be specified.
  - u. A statement as to the type and coverage of irrigation to be used.
  - v. Name, address, and phone number of preparer.
  - w. Date of initial preparation and revisions.
  - x. Signature of preparer.
18. **Lighting Plan** – a drawing containing the following:
- a. Title of project (may be project owner's name).
  - b. Project address.
  - c. North arrow.
  - d. Scale. Must be sufficient to be legible in 11"x17" format.
  - e. Project site boundaries and dimensions.
  - f. Location and dimensions of existing and proposed public and private streets.
  - g. Easement locations and purposes.
  - h. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - i. All building footprints.
  - j. All other structures and improvements including, but not limited to: signs, fences and walls; trash enclosures; storage structures; utility poles, boxes and structures; decks and patios; etc.
  - k. All temporary and permanent outdoor storage or display areas.
  - l. Driveways and property access points.
  - m. All impervious/paved areas and materials.
  - n. All designated retention/detention areas and/or other drainage improvements such as catch basins and trench drains.
  - o. The location and type of all exterior light fixtures including the mounted height.
  - p. The type, wattage and/or intensity of all light bulbs and LED's.
  - q. A photometric plan showing levels of lighting intensity across the site and onto adjacent properties and rights-of-way.
  - r. Name, address, and phone number of preparer.
  - s. Date of initial preparation and revisions.
  - t. Signature of preparer.
19. **Sign Plan** – a drawing(s) containing the following:
- a. Title of project (may be project owner's name).
  - b. Project address.
  - c. Type, location and dimensions of all signs including proposed materials, colors and types of illumination.
  - d. Name, address, and phone number of preparer.
  - e. Date of initial preparation and revisions.
  - f. Signature of preparer.
20. **Simple Drainage plan** – a drawing containing the following items. An alternative to providing a separate drainage plan is to include item "1" on the Site Plan.
- a. Title of project (may be project owner's name).
  - b. Project address.
  - c. North arrow.
  - d. Scale. Must be sufficient to be legible in 11"x17" format.
  - e. Project site boundaries and dimensions.
  - f. Location and dimensions of existing and proposed public and private streets.
  - g. Easement locations and purposes.
  - h. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.

- i. All building footprints and finished floor elevations.
  - j. All impervious/paved areas.
  - k. All existing and proposed roof drains, downspouts
  - l. Elevation contours, swales, retention/detention areas, drainage arrows and/or other indication of stormwater travel/storage across the site.
  - m. Name, address, and phone number of preparer.
  - n. Date of initial preparation and revisions.
  - o. Signature of preparer.
21. **Drainage Statement** – a written statement prepared, signed and sealed by an Illinois licensed engineer describing the methods to be used to comply with the Kane County stormwater management requirements, including the proposed method and point of discharge.
22. **Grading Plan** – a scaled drawing containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. North arrow.
  - d. Scale. Must be sufficient to be legible in 11”x17” format.
  - e. Project site boundaries and dimensions.
  - f. Location and dimensions of existing and proposed public and private streets.
  - g. Easement locations and purposes.
  - h. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - i. All building footprints and finished floor elevations.
  - j. All impervious/paved areas.
  - k. Proposed contour lines for the entire site shown at 2-foot intervals.
  - l. Proposed location and type of construction for curbing, retaining walls and similar structures.
  - m. All designated retention/detention areas and/or other drainage improvements such as catch basins and trench drains.
  - n. Name, address, and phone number of preparer.
  - o. Date of initial preparation and revisions.
  - p. Signature and seal of Illinois licensed engineer.
23. **Utility Impact Report** – a written report containing the following:
- a. Calculations for projected impacts on Village water, sewer and stormwater systems.
  - b. The size of proposed utility services.
  - c. General description of proposed improvements to the Village’s water, sewer and/or stormwater systems necessary to accommodate projected needs of the proposed development.
  - d. Name, address, and phone number of preparer.
  - e. Date of initial preparation and revisions.
  - f. Signature and seal of preparing Illinois licensed engineer.
24. **Utility Improvement Plan** – scaled drawing(s) containing the following:
- a. Title of project (may be project owner’s name).
  - b. Project address.
  - c. North arrow.
  - d. Scale. Must be sufficient to be legible in 11”x17” format.
  - e. Project site boundaries and dimensions.
  - f. Location and dimensions of existing and proposed public and private streets.
  - g. Easement locations and purposes.
  - h. Water courses, ponds, springs, marshes, wetlands, rock outcroppings and woodlands.
  - i. All building footprints and finished floor elevations.
  - j. All impervious/paved areas.
  - k. Finished grade elevations at all property lines, adjacent street centerlines, and appropriate locations throughout the interior of the project site.
  - l. Locations, sizes and types of water lines, hydrants, valves, manholes, etc. in easements and adjoining rights-of-way and service laterals.
  - m. Locations, sizes and types of sanitary sewer lines, valves, manholes, etc. in easements and adjoining rights-of-way and service laterals.
  - n. Locations, sizes and types of stormwater sewer lines, valves, manholes, retention areas, detention areas, trenches, swales etc. in easements and adjoining rights-of-way.
  - o. Name, address, and phone number of preparer.
  - p. Date of initial preparation and revisions.
  - q. Signature and seal of Illinois licensed engineer.

25. **Traffic Study** – a report containing the following:
  - a. A description of the project.
  - b. A site plan of the project.
  - c. An analysis of existing traffic conditions, volumes, capacities, and levels of service (average daily traffic and peak hours) of all impacted streets within the traffic shed.
  - d. Projected traffic conditions, volumes, capacities, and levels of service (average daily traffic and peak hours) including assumptions on background traffic growth and directional dispersion of project traffic within the traffic shed.
  - e. Recommended traffic improvements necessary to accommodate projected impacts of the proposed development, including signal warrants where applicable.
  - f. Name, address, and phone number of preparer.
  - g. Date of initial preparation and revisions.
  - h. Signature and seal of Illinois licensed engineer.
26. **Fiscal Impact Analysis** – a report that shows the relationship between projected revenues and expenses that result from the proposed development. For purposes of this report, the “affected taxing districts” include only the Village and School District #300. The report’s data and analysis shall include the following through project buildout:
  - a. A general description of the project.
  - b. The number, types and sizes of residential units.
  - c. The expected sales of price of residential units by type and size.
  - d. The development and absorption schedule for all units.
  - e. Projected population of the project by year.
  - f. Projected student population of the project by year for each school level (elementary, middle and high) using the methodology from Associated Municipal Consultants, Inc., 1996.
  - g. Projected market and taxable value of the project by year.
  - h. Projected real property tax revenues to the affected taxing districts by year.
  - i. All other projected revenues to the affected taxing districts by year.
  - j. Current operating and capital expense estimates for the Village using the Service-Standard Method of Fiscal Impact Evaluation.
  - k. Current per student tuition estimates for District #300.
  - l. Projected new expenses to the affected taxing districts by year.
  - m. Projected net fiscal impact to the affected taxing districts by year.
  - n. Projected property tax revenues to all other taxing districts at project build-out.
  - o. Name, address, and phone number of preparer.
  - p. Date of initial preparation and revisions.
  - q. Signature of preparer.
27. **Project Data Tables** – providing information on existing and proposed conditions and development on the site. All tables are available at [www.eastdundee.net](http://www.eastdundee.net) or hard copies may be obtained at the Village Hall. These tables shall be completed as follows based on the type of application:
  - a. Site Area Calculations Table – all development applications
  - b. Building Area Calculations Table – all development applications
  - c. Parking Calculations Table – all development applications except those involving a single family home or duplex
  - d. Subdivision Calculations Table – all subdivision applications
  - e. Residential Density Calculations Table – any application proposing the addition of more than two units
28. **Land Use Opinion** – a report issued by the Kane-DuPage Soil and Water Conservation District concerning the natural resources on the property as required by the SWCD Act contained in ILCS 70, 405/1 *et seq.* Copies of the application form requesting the report are available from the District (2315 Dean Street, Saint Charles, IL 60275-4823, 630-584-7961 ext. 3).
29. **Final PUD Documents** – the following documents:
  - a. Articles of incorporation and bylaws for any property owners association to be established.
  - b. Restrictive covenants and other legal instruments deemed necessary to guarantee the proper upkeep and use of the proposed common open space and recreation facilities.
  - c. Restrictive covenants whereby the applicant proposes to regulate and maintain land uses in general and otherwise protect the proposed development.
30. **Concept Subdivision Plan** – a Location Map and Concept Plan prepared in accordance with the specifications contained in Sec. 155.025(B) of the Village Subdivision Code.
31. **Preliminary Plat** – drawings and documents prepared in accordance with the specifications contained in Sec. 155.026(A) and (B) of the Village Subdivision Code and not already identified above.
32. **Final Plat** – drawings and documents prepared in accordance with the specifications contained in Sec. 155.029(A) and (B) of the Village Subdivision Code and not already identified above.



### **Part III. Project Justification**

The questions contained in this part are directly related to the criteria in Code that the Village must use to evaluate the project. Under the Code, most of the actions taken by the P&Z and Village Board require a “finding of fact” that a particular project meets all of the applicable criteria. Accordingly, it’s important that as much evidence of compliance as possible be provided with the application. Please be sure to review the actual requirements in the relevant sections of the Code to assist you in preparing your responses.

Based on the above, it’s critical that all of questions be answered. Answers should be concise and brief, but additional pages can be added where you feel it necessary in order to demonstrate compliance with the criteria. If you do so, please be sure to include the appropriate and complete question number for each response. You are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers.

Most of the questions should be self-explanatory, but feel free to contact the Village staff with any questions. Although the staff cannot complete this part for you, they can provide guidance on how to construct your responses.

*If you are applying for a Planned Unit Development:*

#### Planned Unit Development Waiver Addendum

Under a Planned Unit Development, certain provisions of the underlying zoning district can be altered provided the project provides off-setting benefits and sufficient justification. The Waiver Addendum form asks for a description the benefits and the justification for the waivers consistent with the waiver criteria provided in the Code. Here again, please be sure to answer all questions with brief responses and refer to drawings and other materials to add clarity.

## **SECTION 3: APPLICATION FEE SCHEDULE**

The Village Board has adopted the following schedule of fees for processing development applications. These fees are intended to cover only the Village's basic processing costs and can be found in Chapter 151- Building Code or Other Related Fees. In addition, the Village requires a deposit to hold until the applicant has paid any outstanding costs for professional consulting services (engineers, planners, attorneys) that the Village may employ to assist it in evaluating projects. The amount of the deposit and ultimate additional costs are determined by the Village staff on a project-by-project basis and will be discussed at the initial pre-application process.

## **SECTION 4: APPLICATIONS AND OTHER FORMS**

### **Form Formats and Availability**

All forms listed below are available in the following formats:

- Paper hardcopies in 8 ½ x 11 format
- Portable Document Format (PDF)
- Microsoft Word Form

Paper copies are available free of charge in the Village Building Department during regular business hours. Electronic files are available for download free of charge from the Village website.

The following forms are part of this document and need to accompany your application:

- Instruction Manual: Guide to Completing and Processing Applications for Development Approval**
- P&Z Meeting Schedule and Application Deadlines**
- Affidavit & Disclosure**
- **Affidavit of Ownership & Control**
- Agreement to Pay Costs Incurred and Hold the Village Harmless**
- Findings of Fact**

### **Below is a list of applications available:**

- Administrative Appeal**
- Site Plan Review**
- Variance and Special Use**
- **Planned Unit Development**
- Preliminary and Final Plat of Subdivision**

### **Project Data Tables**

- Site Area Calculations Table**
- Building Area Calculations Table**
- Parking Calculations Table**
- Subdivision Calculations Table**
- Residential Density Calculations Table**



**PLANNING AND ZONING & HISTORIC COMMISSION MEETING SCHEDULE**  
**MEETING TIME 7:00PM**  
**\*THURSDAY EVENING UNLESS DENOTED**

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Planning & Zoning petitions must be received 35 days prior to meeting date for petitions requiring Public hearings. 15 days prior when no Public hearing is required.

**Meeting Date**

January 12, 2017  
February 9, 2017  
March 9, 2017  
April 13, 2017  
May 11, 2017  
June 8, 2017  
July 13, 2017  
August 10, 2017  
September 14, 2017  
October 12, 2017  
November 9, 2017  
December 14, 2017

**Submittal Date**

December 5, 2016  
January 4, 2017  
February 2, 2017  
March 9, 2017  
April 6, 2017  
May 3, 2017  
June 7, 2017  
July 6, 2017  
August 9, 2017  
September 1, 2017  
October 5, 2017  
November 7, 2017

**Historic Commission Meetings (as needed)**

Applications submittals must be received & approved by the Building official for presentation to the Commission minimum of 15 days prior to meeting date.

**Meeting Date**

January 12, 2017  
February 9, 2017  
March 9, 2017  
April 13, 2017  
May 11, 2017  
June 8, 2017  
July 13, 2017  
August 10, 2017  
September 14, 2017  
October 12, 2017  
November 9, 2017  
December 14, 2017

**Last Submittal Date**

December 23, 2016  
January 25, 2017  
February 22, 2017  
March 29, 2017  
April 26, 2017  
May 23, 2017  
June 27, 2017  
July 26, 2017  
August 29, 2017  
September 24, 2017  
October 25, 2017  
November 29, 2017

Per ordinance, the Historic Commission must meet within 15 days of application submittal acceptance date and be fully considered by the Commission or a Certificate of Appropriateness would be deemed issued for failure to meet in the designated time.

VILLAGE OF EAST DUNDEE



APPLICATION AGREEMENT  
TO PAY COSTS INCURRED AND HOLD THE VILLAGE HARMLESS

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The Undersigned applicant acknowledges that the Village of East Dundee may seek advice and counsel from professional sources outside the employee staff of the Village of East Dundee in consideration of the application submitted to the Village of East Dundee by the applicant, including the services as those provided by the Village Staff, Village Attorney, Village Engineer, Planner and Fire Protection District.

The applicant further acknowledges that testimony of all witness at Public Hearings may be recorded before a court reporter and that full transcripts of the proceedings may be prepared and retained by the Village of East Dundee as part of the official record concerning the said applicant and the applicant's costs.

As an express condition in making the said application and the consideration thereof by the Village of East Dundee, the undersigned, both personally and on behalf of the applicant, agrees to hold the Village harmless and agrees to pay forthwith the costs and expenses that may be incurred by the Village of East Dundee for such professional services, including the costs and expenses of recording and transcribing any testimony at Public Hearings in connection with the said application.

The owner hereby authorizes, support and consents to this request for variation, and further authorizes, agrees and consents to allow the temporary installation and display by the Village of East Dundee of Public Notice (signage) upon the subject property.

The applicant, having read this application and fully understanding the purpose thereof, declares that the proceeding statement made are true and that the information provided herein is complete to the best of the applicant's knowledge and belief.

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Individually and for the Applicant

Date

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Address

Phone Number

Project Description:

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**Affidavit of Ownership & Control**

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I (We), \_\_\_\_\_ do hereby certify or affirm that I am the owner(s), contract purchasers, or beneficiary(s) of the title holding trust for the aforesaid described property and hereby make application of such.

Signature: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_

Phone: \_\_\_\_\_

SUBSCRIBED AND SWORN TO before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
(NOTARY SIGNATURE)

\_\_\_\_\_  
(NOTARY STAMP)



**Affidavit & Disclosure Agreement**

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To cover the Village expenses relating to applications for site plans, Subdivisions, Annexations, Zoning Amendments, Special Uses, Variations and the like:

Applications shall deposit the sum required based on the type and extent of the applicants project. Any bills received by the village and any costs incurred by the Village related to the project will be billed to the applicant. Upon payment of all bills to the Village the applicant will receive their deposit back.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

VILLAGE OF EAST DUNDEE



FINDINGS OF FACT  
(FACTS RELATED TO PETITION)

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**Petition #:** \_\_\_\_\_

**Subject Property:**

**Current Zoning Status:**

**Current Use Status:**

**Site Characteristics:**

**Variation Sought:**

**Surrounding Land Use and Zoning:**

**Trend of Development In Area:**

**Suitability of Present Zoning:**

**Conformance to the Land Use Plan:**

**Special use Standards:**

**Variation – Additional:**