

VILLAGE OF EAST DUNDEE



**APPLICATION FOR DEVELOPMENT APPROVAL:  
SPECIAL USE, REZONING AND VARIANCE REVIEW AND APPROVAL**

This form is to be used for all special use applications (except Planned Developments) to be heard by the Village of East Dundee. To complete the form properly, please review the accompanying *Village of East Dundee Instruction Manual for Application for Development Review*. **Failure to complete this form properly will delay its consideration.**

**PART I. GENERAL INFORMATION**

**A. Project Information**

- 1. Project/Owner Name: \_\_\_\_\_
- 2. Project Location: \_\_\_\_\_
- 3. Brief Project Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 4. Project Property Legal Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5. Project Property Size in Acres and Square Feet: \_\_\_\_\_
- 6. Current Zoning Status: \_\_\_\_\_
- 7. Current Use Status: \_\_\_\_\_
- 8. Surrounding Land Use Zoning: \_\_\_\_\_  
\_\_\_\_\_
- 9. Parcel Index Numbers of Property: \_\_\_\_\_

**B. Owner Information**

- 1. Signature: \_\_\_\_\_
- 2. Name: \_\_\_\_\_
- 3. Address: \_\_\_\_\_
- 4. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**C. Billing Information** (Name and address all bills should be sent to)

- 1. Name/Company: \_\_\_\_\_
- 2. Address: \_\_\_\_\_
- 3. Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## PART II. APPLICATION REQUIREMENTS

The following table provides the type and quantity of materials required to be submitted with a special use application. The number associated with each material corresponds with the number used in Part II of the *Village of East Dundee Instruction Manual for Application for Development Approval* where each material is described in greater detail.

Please note that when two quantities of drawings are required (such as: 5/15), 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. For ease of distribution, please collate into packets all of the materials where multiple copies are required. Packet contents should be assembled in order, except for drawings which should all be collated together at the back of the packet.

The required materials and number of copies shown below are the minimum necessary to submit a complete application. Village staff, consultants, review agencies, commissions, and boards may require additional materials and/or copies as necessary to fully evaluate the proposed project.

### Official Use Only

Item # <sup>(a)</sup>	Application Material	Initial Application		Revisions		Second Set of Revisions	
		# Copies Required	# Copies Received	# Copies Required	# Copies Received	# Copies Required	# Copies Received
1.	Completed Development Application AND a) Agreement to Pay Costs Incurred and Hold the Village Harmless b) Affidavit of Ownership & Control c) Affidavit & Disclosure d) Findings of Fact	1					
2.	Project Narrative	20					
3.	Basic Application Fee	X					
4.	Property Owners within 250 feet	X					
7.	Survey / Legal Description	5/15					
9.	Photographs of Existing Property and Area	20					
11.	Site Plan	5/15					
12.	Building Elevations	5/15					
13.	Floor Plans	5/15					
14.	Roof Plan	5/15					
15.	Color Rendering	20					
17.	Landscape Plan	20					
20.	Simple Drainage Plan	1/12					
23.	Utility Impact Report <sup>(b)</sup>	20					
24.	Utility Improvement Plan <sup>(b)(c)</sup>	5/15					
25.	Traffic Study <sup>(b)</sup>	12					

<sup>(a)</sup> Please see *Village of East Dundee Instruction Manual* for complete description of item.

<sup>(b)</sup> Applies only to projects with more than 15,000 sq. ft. of commercial/industrial floor area or more than 25 residential units.

<sup>(c)</sup> Applies only to projects proposing to remove or construct public utilities.

**PART III. JUSTIFICATION OF THE PROPOSED SPECIAL USE**

Please answer all questions but be concise and brief in your answers. If additional pages are needed to complete your answers, please be sure to include the appropriate and complete question number for each response. Applicants are encouraged to refer to drawings or other application materials as necessary to add clarity to their answers. **Applicants are also encouraged to refer to Special Use Criteria Section 157.224(C)(2) or Variances, Section 157.207(C) or Rezoning.**

**IF YOU ARE APPLYING FOR A REZONING PLEASE WRITE A PARAGRAPH ON WHAT THE CURRENT ZONING IS AND WHY YOU ARE REQUESTING A REZONING**

**FOR A SPECIAL USE COMPLETE THE FOLLOWING, FOR VARIANCES ONLY SKIP TO PAGE #4:**

1. Will the Special Use be injurious to the enjoyment of other property in the immediate vicinity for the purposes already permitted, nor will the special use substantially diminish and impair property values within the neighborhood?

---

---

---

---

2. Will the establishment of the Special Use impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district?

---

---

---

---

3. Have or will adequate utilities, access roads, drainage or necessary facilities be provided for?

---

---

---

---

4. Have or will adequate measures be taken to provide ingress and egress to minimize traffic congestion in the public streets?

---

---

---

---

5. How is the proposed special use in harmony with the purposes, goals, objectives, policies and standards of the Village of East Dundee Comprehensive Plan, the Zoning Ordinance, and any other plan, program, or ordinance adopted, or under consideration pursuant to official notice, by the Village?

---

---

---

---

---

---

---

---

**IF YOU ARE APPLYING FOR A VARIANCE COMPLETE THE FOLLOWING:**

1. From which specific standard of the Village Code is a Variance requested (include Code section number)?

---

---

2. For this site, what does the Code require?

---

---

---

---

3. What is proposed?

---

---

---

---

---

---

---

---

---

---

4. What unique circumstances have caused the need for a variance?

---

---

---

---

---

---

---

---

---

---

5. What specific mitigation measures will be used to ensure that the essential character of the area will not be altered? (Suitability of Present Area)

---

---

---

---

---

---

---

---

---

---

6. Specifically, how do the particular physical surroundings, shape, or topographical condition of the property result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations are carried out?

---

---

---

---

---

7. Specifically, what conditions are present on the property that would not be applicable generally to other property within the same zoning classification? (Suitability of Zoning)

---

---

---

---

---

8. Other than financial return, what other purposes is the variance request based on?

---

---

---

---

9. Has the alleged difficulty been created by any person presently having an interest in the property?

---

---

---

---

10. Please give an explanation for any questions answered YES .

- |  |     |    |
|--|-----|----|
| a. Will the granting of the variation be detrimental to the public welfare? (Circle) | YES | NO |
| b. Injurious to surround properties? (Circle)  | YES | NO |
| c. Impair an adequate supply of light and air to adjacent property? (Circle)         | YES | NO |
| d. Endanger public health and safety? (Circle)                                       | YES | NO |
| e. Substantially diminish property values within the neighborhood? (Circle)          | YES | NO |
| f. Conformance to the Land Use Plan? (Circle)  | YES | NO |

---

---

---

---

---

---

---

**VILLAGE OF EAST DUNDEE**



**PLANNING AND ZONING & HISTORIC COMMISSION MEETING SCHEDULE**

**MEETING TIME 7:00PM**

**\*THURSDAY EVENING UNLESS DENOTED**

---

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.

**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.

Per ordinance, the Historic Commission must meet within 15 days of application submittal acceptance date and be dully 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**

---

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.

---

Individually and for the Applicant

Date

---

Address

Phone Number

Project Description:

---

VILLAGE OF EAST DUNDEE



**Affidavit of Ownership & Control**

---

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)



VILLAGE OF EAST DUNDEE



**Affidavit & Disclosure Agreement**

---

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: \_\_\_\_\_