

TO: Planning and Zoning Applicants

FROM: West Dundee Community Development Department

The Planning and Zoning Commission meets the fourth Monday of each month. The meetings are held at the Village Hall located at 102 South Second St., West Dundee at 7:30 p.m. **Meetings are subject to change**.

<u>Initial Submittal</u> – Pre-application Conference

All applicants are encouraged to meet with the Community Development Department prior to submitting an application for consideration in order to determine ordinance compliance. The following items are needed to determine exact nature of zoning request:

- ➤ Proposed development plan for subject property (i.e. zoning, subdivision, variation, special use)
- ➤ Plat of survey (or site plan drawn to scale)
- > Site plan indicating all current and proposed improvements to site (to scale)
- ➤ One set of all items relating to subdivision or annexation (plats, agreements, preliminary engineering if available)

Final Submittal

- Fifteen complete sets of plans, plats, color renderings of development, signage plan, agreements and any other material required by staff resulting from Pre-application meeting
- > Applicable fee (see back of application)

Final submittals are required to be at the Community Development Department ten (10) business days prior to the publication deadline in order to be considered for the next month's Planning and Zoning Commission meeting. Staff can provide specific dates based upon the month in question. If you have any questions please do not hesitate to call the Community Development Department at the number below.

Community Development & Fire Department 100 Carrington Drive, West Dundee, IL 60118 (847) 551-3805 * FAX (847) 551-3814



Planning and Zoning Development Application

Subject Property Address				
Applicant Name				
Phone Fa	ax			
Owner Name				
Phone Fa	ax	Email		
Requested Action:				
□ Variation – Specify section of Code				
□ Rezoning – Current zoning of property Proposed zoning				
□ Special Use – Specify proposed use				
□ Preliminary Plat of Subdivision □ Final Plat of Subdivision				
☐ Annexation with Annexation Ag	□Annexation without Annexation Agreement			
□ Master Concept Plan Review				
Checklist of items to be submitted with application (see attached information sheet):				
 Legal description of prope Property owner's signature Survey of property showin Applicant's statement Building plans including election Proposed building materia Copies of plats and plans Other documents as reque 	e or letter authorizing g improvements evations lls – 15 copies reduced			
Applicant's Signature				
Owner's Signature				

Fee Schedule

		Total Fee
Variation	\$250.00	
	\$300.00 (two or more requested variations)	
Special Use	\$250.00	
	\$350.00 (two or more requested special uses)	
Rezoning	\$150.00	
Planned Development	\$200.00	
Preliminary Plan	\$20.00 per acre (Total not less than \$250.00)	
Final Plat	\$50.00	
Annexation	\$2,400.00	

For office use only:	
Date Filed	Fees paid
Hearing date	Publication date
Notices mailed	Routed to staff
Staff Meeting	Report prepared