

**SPECIAL USE FOR A PLANNED UNIT DEVELOPMENT (P.U.D.),  
REZONING,  
and  
COMPREHENSIVE PLAN AMENDMENT**

**APPLICATION PACKET**

**VILLAGE OF HANOVER PARK  
DEVELOPMENT COMMISSION**

Village of Hanover Park  
Department of Community Development  
2121 West Lake Street  
Hanover Park, Illinois 60133  
Telephone: (630) 823.5780  
Facsimile: (630) 823.5786

## PROCEDURES

### INTRODUCTION

This brochure provides a general overview of the public hearing process in the Village of Hanover Park. For specific requirements and standards, applicants should refer to the Village's Zoning Ordinance and Subdivision Regulations (if applicable). These documents are available from the Village Clerk. The Community Development Department Staff can also respond to general questions you may have.

### PROCESS OVERVIEW

The P.U.D., rezoning and Comprehensive Plan amendment processes requires several steps, including: Staff review at an in-house Staff Development Review Committee (DRC) meeting (held monthly); a public hearing before the Development Commission at an evening meeting; and final action by the President and Village Board of Trustees at a separate Village Board evening meeting. Generally, ***this process requires a minimum of three months to complete.***

The Development Commission and the President and Village Board will review each request on the basis of the applicable standards within Article 4 of the Village's Zoning Ordinance.

*Scheduling of all requests for the monthly Development Commission meetings shall be at the discretion of the Community Development Department based on conclusion of Staff review, public notification requirements, and the order of submittal of completed applications.*

### PUBLIC HEARING PROCEDURES (at Development Commission meetings)

The public hearing is a formal procedure and follows a strict format. Each person providing comments, questions, or testimony must be sworn in by the Development Commission Chair. The applicant, Village Staff, Commission members, and the public are each given a chance to ask questions or make comments concerning the proposal. Following the close of testimony, the Commission will discuss the case, and vote on a motion regarding the request ("recommendation"). The recommendation for approval or denial of the request often includes specific conditions that must be met for the request. If the public hearing cannot be concluded at the first meeting, or if more information is required, the Development Commission may vote to continue the hearing to a later date.

The President and Board of Trustees have final authority to approve or deny all requests. Approval of a request usually includes those conditions from the Development Commission recommendation; additional conditions of approval may be added by the President and Village Board. In all cases, the applicant must meet these conditions as part of the request's approval.

### PUBLIC NOTIFICATION PROCEDURES

The Village's Zoning Ordinance explains those procedures required for notifying the public regarding an upcoming public hearing concerning a particular piece of property. Those procedures are summarized below.

#### Village Staff shall:

- (1) Prepare a legal notice to be published in the local newspaper and mail a copy of this notice to the applicant with specific instructions regarding applicant's notification responsibilities.

- (2) Install a public hearing sign on the subject property. The sign indicates that the property is the subject of an upcoming public hearing and includes the Village Hall phone number for additional information.

The applicant shall:

- (1) Obtain the addresses of all property owners (taxpayers of record) within 250 feet of the subject property from the appropriate township assessor's office. Township assessor addresses and phone numbers are included with this application packet. A copy of the list must be submitted with the application.
- (2) Mail a copy of the legal notice to the owner (taxpayer of record) of **every** property located within 250 feet of the subject property. The notices **must be sent by certified mail with return receipt requested**. The date by which the notices must be mailed (the "Public Notification Deadline") will be specified in the instructions provided by the Village Staff.
- (3) Submit proof of the certified mailing, and the returned receipts, to the Community Development Department, as specified in the instructions provided by the Village Staff.

PUBLIC HEARING FEES

The President and Village Board have established the following fees for public hearings. These fees contribute to the Village's cost of conducting the public hearing, including legal notice publication, public hearing sign installation, Staff plan reviews, preparation of all materials, and meeting attendance.

Comprehensive Plan Amendment	No charge
Planned Unit Development (P.U.D.)	\$1,125
Map Amendment (Rezoning)	\$525
Plus publication fee to be paid based on cost of publication and length of legal description. To be paid in full by petitioner before Village Board Consideration.	

## **TOWNSHIP ASSESSOR'S OFFICES**

These offices must be contacted for information regarding the identity of all property owners/taxpayers of record for every parcel located within 250 feet of your property. As with most municipalities in the region, the Village of Hanover Park does not maintain these records. Your plat of survey and previous property tax records should indicate your township, although some properties require property owner notification in two townships.

Bloomington Township  
123 N. Rosedale Road  
Bloomington, Illinois 60108  
(630) 529-6927

Hanover Township  
8N180 Route 59  
Bartlett, Illinois 60103  
(630) 837-0301

Schaumburg Township  
1 Illinois Blvd.  
Hoffman Estates, Illinois 60194  
(847) 884-0030

Wayne Township  
27W031 North Avenue  
West Chicago, Illinois 60185  
(630) 231-8900

SUBMITTAL CHECKLIST

The following items **must** be included with your application; **no hearing will be scheduled until all submittals have been received by the Community Development Department. All full size plans must be folded; rolled plans will not be accepted.**

\_\_\_\_\_ Completed Application Form

Hearing Fee: (Make checks payable to the Village of Hanover Park)

\_\_\_\_\_ (see application fee list on page 3 for applicable amount)

Proof of Ownership by copy of one of the following:

\_\_\_\_\_ Deed;

\_\_\_\_\_ Title Insurance Policy; or

\_\_\_\_\_ Certified Copy of Trust Agreement (If applicable. The application must be signed by the trust officer of the institution holding the trust and must include the names and addresses of the beneficiaries)

Other required documents and submittals:

\_\_\_\_\_ 7 Copies of the Plat of Survey (prepared by a registered Illinois Land Surveyor, clearly and accurately showing the current condition of the property)

\_\_\_\_\_ Copy of legal description of the property on CD (in Word format)

\_\_\_\_\_ List of Taxpayers of Record within 250 feet of the property

\_\_\_\_\_ 7 copies of the Site Plan (Full-Size)

\_\_\_\_\_ 7 copies of Landscape Plan (Full Size if applicable)

\_\_\_\_\_ 3 copies of Engineering Plans (Full-Size if applicable)

\_\_\_\_\_ 1 copy of Agency **Action Report** (original submitted by applicant to the Illinois Department of Natural Resources). Copies of the application and the Endangered Species Consultation Process Summary are attached to this application; copies of the Endangered Species Protection Act are available from the Community Development Department.

\_\_\_\_\_ 7 copies of the Project Narrative (description of the project, a detailed narrative of the requests and a response to the standards of approval as cited in the Zoning Ordinance - see below)

**Note: Additional documentation such as elevations, building plans, floor plans, photographs, color renderings, detail drawings, traffic studies, market data, or other information may be required by Staff to clearly explain the request.**

## **The following Review Standards Must be Completed by the Applicant**

### **Special Use Standards for Approval - Code Section 110-4.5.7**

No special use shall be recommended for approval by the development commission to the president and board of trustees unless the special use meets the following standards:

- (1) The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- (2) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses already lawfully established or permitted, nor substantially diminish and impair property values within the neighborhood.
- (3) The establishment of the special use will support the policies, goals, objectives, and plans of the comprehensive plan of the village.
- (4) The establishment of the special use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
- (5) Adequate utilities, access roads, drainage and/or necessary facilities have been or will be provided.
- (6) Adequate measures have been or will be taken to provide ingress and egress to minimize traffic congestion in public streets.
- (7) The special use shall in all other respects conform to the applicable regulations of the district in which it is located.
- (8) The design of the proposed use will minimize adverse effects, including visual impacts, of the proposed use on abutting and nearby properties.

In addition, the development commission may consider whether the applicant has the financial and technical capacity to complete the special use as proposed and include recommendations to require adequate legal provision to guarantee the provision and development of any buffers, landscaping, public open space, and other improvements associated with the proposed use.

### **Planned Unit Development Standards for Approval - Code Section 110-4.6.4**

Standards for approval. Prior to recommending approval of a planned unit development or the zoning of any land for said purpose, the development commission shall make specific findings of fact that all the following standards have been met:

*Ownership and site:* The site of the planned unit development is under single ownership and/or unified control.

*Consistency with comprehensive plan:* The development is consistent with the policies, goals, objectives and recommendations of the comprehensive plan.

*Compatibility:* The uses proposed in a planned unit development are of a type and so located as to exercise no undue detrimental influence upon surrounding properties, and shall be compatible with each other.

*Parking requirements:* Unless otherwise determined and approved as an element of the planned unit development proposal, the development adheres to the parking requirements provided for in this chapter for the particular use or uses proposed.

*Traffic:* Adequate provisions have been designed to provide ingress and egress to minimize traffic congestion on the public streets.

*General design:* The planned unit development is designed so as to support, enhance, and protect the public health, safety, comfort, or general welfare. In addition to the specific standards, the development commission shall recommend approval or denial of the proposed planned unit development by setting forth with particularity in what respect the proposal would or would not be in the public interest including, but not limited to the following:

- (1) In what respects the proposed plan is or is not consistent with the stated purpose of the planned unit development regulations;
- (2) The extent to which the proposed plan meets the requirements and standards of the planned unit development regulations;
- (3) The extent to which the proposed plan departs from the zoning and subdivision regulations otherwise applicable to the subject property, including but not limited to the density, dimension, area, bulk, and use, and the reasons why such departures are deemed to be in the public interest;
- (4) The physical design of the proposed plan and the manner in which said design does or does not make adequate provision for public services, provide adequate control over vehicular traffic, provide for and protect designated common open space, and further the amenities of light and air, recreation and visual enjoyment;
- (5) The relationship and compatibility, beneficial or adverse, of the proposed plan to the abutting properties and neighborhood;
- (6) The desirability of the proposed plan to physical development, tax base, and economic well-being of the entire community.

*Conditions and restrictions.* Prior to recommending the granting of any planned unit development special use, the development commission may recommend or the president and board of trustees may stipulate such conditions and restrictions upon the establishment, location, construction, maintenance and operation of the special use as deemed necessary for the protection and requirements specified herein or as may be from time to time required. In all cases in which special uses are granted, the president and board of trustees may require such evidence and guarantees as it may deem necessary to attempt to insure compliance with the conditions stipulated in connection therewith.

### **Rezoning Findings of Fact- Code Section 110-4.8.7**

*Findings of fact and recommendation of the development commission.* The development commission shall make written findings of fact that shall be submitted with its recommendations to the president and board of trustees for consideration. Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the development commission shall make findings of fact based upon all the evidence presented to it and shall consider and provide specific findings on the following:

- (1) Existing uses of property within the general area of the property in question.
- (2) The zoning classifications of property within the general area of the property in question.
- (3) The compatibility of the proposed use of the property in question to the uses permitted under the existing zoning classification.
- (4) The trend of development, if any, in the general area of the property in question, including changes, if any, that have taken place in the zoning classifications of property in the general area of the property in question.
- (5) The depreciatory or appreciatory impact, if any, of the proposed development upon surrounding properties in the general area of the property in question.
- (6) The environmental impact of the proposed development.
- (7) Compliance with the Hanover Park comprehensive plan.
- (8) Fiscal impact.

**APPLICATION DETAILS**

1. Describe the anticipated effect of the requested special use on the public health, safety, morals, comfort, and general welfare. An explanation should also be provided if no effect is anticipated.

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2. Describe the anticipated effect of the requested special use on neighboring property values and the use and enjoyment of surrounding property. An explanation should also be provided if no effect is anticipated.

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3. Describe whether the requested special use will prevent the development or improvement of neighboring properties. An explanation should also be provided if no effect is anticipated.

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4. Describe how adequate utilities, access roads, drainage, and any other necessary facilities infrastructure will be provided with the requested special use.

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5. Describe how access to the site will be provided and how it will affect traffic volumes and patterns on adjoining streets. An explanation should also be provided if no effect on traffic is anticipated.

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6. Are there any other requests in conjunction with this special use request? \_\_\_\_\_

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7. Describe those actions and improvements to be taken to reduce adverse effects on neighboring property.

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**APPLICATION FOR PUBLIC HEARING**

Village of Hanover Park  
Department of Community Development  
2121 W. Lake Street  
Hanover Park, IL 60133  
Telephone: (630) 823-5780

**APPLICANT/CONTACT PERSON**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Name of Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

**TYPE OF REQUEST (Check all that apply)**

**Planned Unit Development (PUD)**  
 Preliminary Approval  
 Final Approval

**Map Amendment (Rezoning)**  
From: \_\_\_\_\_ District  
To: \_\_\_\_\_ District \_\_\_\_\_

**Comprehensive Plan Amendment**  
From: \_\_\_\_\_  
To: \_\_\_\_\_

**PROPERTY INFORMATION**

Address/Location of Property: \_\_\_\_\_

\_\_\_\_\_

Summary of Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AUTHORIZATION**

I / we certify that all of the information submitted as part of this application is true and correct to the best of my / our knowledge and belief.

_____ Signature of Property Owner	_____ Property Owner Name (please print)
_____ Signature of Applicant (if different than property owner)	_____ Applicant Name (please print)
_____ Signature of Trust Officer (if applicable)	_____ Trust Officer Name (please print)



**Hanover Park**

**One Village  
One Future**

# DEVELOPMENT COMMISSION FLOW CHART

Subdivision, Special Use, Rezoning, and Planned Unit Development

