

**PLAT OF SUBDIVISION
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) 372-4260
Facsimile: (630) 372-4265

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 plat of subdivision process 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 the Village's Zoning Ordinance and Subdivision Code.

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.

NOTE: Final action by the Village Board will not occur until the original mylar plat of subdivision document is submitted to the Village Clerk with all appropriate signatures. Applicants should contact Community Development or the Village Clerk to determine those signatures required prior to submittal.

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 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.

Subdivisions and Resubdivisions \$1,125 (Plus per acre over five acres, no maximum.... \$200.00). 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 notifications 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.**

_____ 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 project narrative (project description)
- _____ 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 **draft** Plat of Subdivision
- _____ 7 copies of the Site Plan (if applicable)
- _____ 7 copies of Landscape Plan (if applicable)
- _____ 2 copies of Engineering Plans (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.
- _____ If in DuPage County only 1 copy of **Land Use Opinion Application** (original submitted by applicant to the Kane-DuPage Soil and Water Conservation District). A copy of this application is available from the Community Development Department.

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.

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)

<input type="checkbox"/> Plat of Subdivision
<input type="checkbox"/> Preliminary
<input type="checkbox"/> Final

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

