



Application Number _____

Annexation, Zoning, and Subdivision Development Application

Community Development Group
City of Elgin

Subject Property

Address _____

(Attach Legal Description)

Present Zoning _____ Property Size _____ acres/sq ft

Applicant

Applicant Name _____

Address _____

Primary Contact _____ Day Phone _____

Fax _____ E-mail _____

Owner

Owner Name _____ Day Phone _____

Address _____

Requested Action(s)

- Annexation _____
- Annexation Agreement _____
- Variation (Specify Section) _____
- Map Amendment (Specify Requested Zoning) _____
- Conditional Use (Specify Use) _____
- Planned Development (Specify Requested Zoning) _____
- Master Concept Plan _____
- Text Amendment (Specify Section) _____
- Preliminary Plat of Subdivision _____
- Final Plat of Subdivision _____
- Conceptual Plan Review _____
- Appeal (Specify) _____
- Encroachment Agreement _____
- Zoning Verification _____

A/V Equipment

- Please indicate if you intend to use the following during the Public Hearing:
- Overhead projector
 - PowerPoint presentation

(If applicable: Properties within a Historic District must give the Heritage Commission 30 Days notice prior to Public Hearing)

Application Fee Schedule

Annexation

- \$ 3,900.00 Property Less Than 10 Acres
- \$ 5,200.00 Property 10-99.99 Acres
- \$ 6,400.00 Property 100+ Acres

Annexation Agreement Review Fee

- \$ 1,300.00 Property Less Than 10 Acres
- \$ 6,400.00 Property 10-99.99 Acres
- \$ 12,800.00 Property 100+ Acres

Planned Developments

- \$ 1,100.00 As a Conditional Use
- \$ 1,800.00 As a Map Amendment

Conditional Use

- \$ 840.00 Property of any size

Appeal

- \$ 270.00 All Appeals

Deposit for Impact Assessment

- \$ 3,700.00

Transcript Deposit

- \$ 340.00 Amendment, Annexations, Conditional Use
- \$ 340.00 Variation or Appeal

Zoning Verification

- \$ 60.00 Residential Property
- \$ 190.00 Non-Residential Property

Escrow Account Fees

- Preliminary Engineering Review Fee (Based on 1.5% of Estimated Preliminary Engineering Costs)
- Stormwater Management Review Fee (Based on 2% of Stormwater Management Costs)

Preliminary Plat of Subdivision

- \$ 7,300.00 Property Less Than 10 Acres
- \$ 10,000.00 Property 10-99.99 Acres
- \$ 10,300.00 Property 100+ Acres

Map Amendment

- \$ 840.00 Property Less Than 10 Acres
- \$ 1,200.00 Property 10-99.99 Acres
- \$ 1,600.00 Property 100+ Acres

Variation

- \$ 270.00 Property Less Than 10,000 sq. ft.
- \$ 840.00 Property Greater Than 10,000 sq. ft

Text Amendment

- \$ 530.00 Text Amendment

Final Plat

- \$ 640.00

Publishing Deposit

- \$ 260.00

Hearing Sign Deposit

- \$ 160.00 per Sign/___ Total Number of Signs

Office Use Only	
Application Fee/ PN010-0000-563-00.00 _____	Date Received _____
Encroachment/Zoning / PN010-0000-563-03.00 _____	
Transcript Fee / PN010-0000-237-08.00 _____	Received By _____
Sign Deposit / PN010-0000-237-08.00 _____	
Publishing Dep./ PN010-0000-237-08.00 _____	
Impact Deposit / PN010-0000-237-08.00 _____	
Total Fees _____	

I hereby affirm that I have full legal capacity to authorize the filing of this application and that all information and exhibits herewith submitted are true and correct to the best of my knowledge. I authorize employees of the City Of Elgin to enter onto the property for the purposes of preparing the application review and taking site photographs.

Applicant/Agent signature
(If other than owner)

Owner signature

CITY OF ELGIN - COMMUNITY DEVELOPMENT

Required Documents Matrix

DOCUMENT	APPLICATION TYPE									
	Map Amendment	Text Amendment	Planned Development	Conditional Use	Variation	Appeal	Annexation	Preliminary Plat	Final Plat	Concept Plan
ELECTRONIC FILE (all documents)	Required for all applications									
Application Form	X	X	X	X	X	X	X	X	X	X
Consent and Disclosure	X		X	X	X		X	X		
Legal Description MS Word Document	X		X	X	X		X	X	X	
Petition Review Fees	X	X	X	X	X	X	X	X	X	X
Additional Fees Preliminary Engineering Review Stormwater Management Review								X	X	
Planned Development Application Form			X							
Development Plan*: Site Plan Landscape Plan Floor Plan Lighting Plan Sign Plan Building Elevations 1-11"x17" printed copy										Site Plan Only
Plat of Survey	X		X	X	X		X	X		
Declaration Covenants			X					X	X	
Site Plan					X					X
Preliminary Plat* 1- 11"x17" printed copy								X		
Preliminary Engineering* 1-11"x17" printed copy								X		
Preliminary Stormwater Calculations* Original and 1 copy								X		
Final Plat* 1- 11"x17" printed copy									X	
Final Engineering* 1 - 11"x17" printed copy									X	
Statement of Purpose and Conformance	X	X	X	X	X	X	X	X		
Annexation Agreement & Exhibits (with proposed amendments)							X			
Annexation Petition Form Original Ink and 2 copies							X			
Annexation Plat Original and 2 copies							X			
Residential Fiscal Impact Analysis	Required for all residential developments									
Other Impact Assessment	As required by the Development Administrator									
Zoning Plat	As required by the Development Administrator									

*Note: Additional hard copies maybe required by city staff.

02/04/14

DEVELOPER'S AND CITIZEN'S GUIDE TO DEVELOPMENT APPLICATION PROCESSING

Community Development Group – City of Elgin



Your guide to the City's standard policies, requirements, and processing times for a typical development application.

Step 1: Receipt, Review, and Initial Response to Application.

Timing: 30 business days.

Standard Procedure:

- A. The staff coordinator assigned to your petition will review the application for completeness and contact the applicant within 5 business days of receipt.
- B. Incomplete applications: Application completion letter will be mailed to notify applicant of items needed.
- C. Complete applications: The City will complete an interdepartmental review of the application and provide a response letter following completion of the staff review.

Step 2: Publishing.

Timing: State statute requires legal publication to occur no less than 15 days prior to the public hearing. Internal City and newspaper deadlines require that this step be completed approximately 3 weeks prior to the public hearing date.

Requirements: The following actions must occur prior to official publication for a public hearing:

- A. Step one must be complete
- B. The applicant must be in receipt of staff's recommendation and preliminary conditions for approval.
- C. Any unresolved issues must be identified.
- D. All revisions recommended in the staff review letter affecting the density, layout, and/or building elevations of the proposed plan shall be completed and reviewed by staff, following step 1, above.

Step 3: Public Hearing.

Timing: This step of the process typically takes from one to two meetings to complete.

General Meeting Dates: Planning & Zoning Commission – 1st Monday of each month

Step 4: City Council Consideration. (Except variations)

Timing: The application will be scheduled for City Council consideration after the public hearing is closed, and the Findings are approved. A minimum of two City Council meetings are necessary for final approval. Scheduling of consideration at City Council will not occur until the following requirements for City Council review, and the supplementary requirements for annexations and final plats of subdivision are met (if applicable).

General Meeting Dates: 2nd and 4th Wednesdays of each month. An alternative schedule is adopted during Thanksgiving and Christmas.

- A. **Requirements for Council scheduling (all petitions).** The following items must be complete a minimum of eight business days prior to the City Council meeting for placement on the agenda:
 - i. The zoning hearing must be officially closed.
 - ii. The applicant shall respond to any recommendations and outstanding issues raised by the hearing body.

- iii. Required revisions to the proposed plans must be received for review by staff.
- iv. The revised plans must be approved by staff.
- v. The zoning ordinances must be acceptable to City staff. No requested revisions to the zoning ordinances will be made after this date except for minor typographical and formatting changes not affecting the intent of the language, or changes required by City Council.

B. City Council Approval.

- i. Any revisions to the proposed plans required by City Council must be received by staff.
- ii. The revised plans must be reviewed and found acceptable by staff, with no required revisions.
- iii. All plans must be in final form a minimum of eight business days prior to before the adoption of final ordinances.

SUPPLEMENTARY REQUIREMENTS FOR FINAL PLATS AND ANNEXATIONS

A. Final Plats of Subdivision.

For final plats of subdivision, the petition will not proceed to City Council for acceptance of the plat until the following items have occurred. All items must be completed no later than eight business days prior to the City Council meeting at which the plat will be accepted.

- 1. The final plat must be in final form with no required revisions.
- 2. A mylar of the final plat and a disk copy shall be provided.
- 3. The public hearing for the maintenance SSA shall have been conducted.
- 4. The final engineering approval must be granted by the Engineering Division. Final engineering approval consists of the following items:
 - a. Final engineering plans have been approved by the Engineering Division.
 - b. All required regulatory permits have been issued with certified copies provided to the Engineering Division.
 - c. The required monetary assurance for the subdivision improvements has been provided to the Engineering Division, and approved by the Engineering Division, the Legal Department and the Finance Department.

B. Annexations. For annexations, the following additional rules shall apply:

- 1. **Scheduling of the Annexation Public Hearing.** The following items must be completed eight business days prior to the City Council meeting at which the annexation agreement hearing will be scheduled:
 - a. The scheduling of the annexation public hearing will not occur until the zoning public hearing for the petition has been closed.
 - b. The public hearing will be scheduled 30 days after the meeting at which the request for a public hearing was made.
 - c. The items indicated under step 4, A, must be completed for the public hearing to be scheduled.
- 2. **Approval of the Annexation Agreement.** The following items must be completed eight days prior to the City Council meeting at which the annexation agreement will be approved:
 - a. All required plans shall be in final form and approved by all departments.
 - b. Any revisions to the proposed plans required by City Council must be received and reviewed by staff.
 - c. All plans must be approved by staff and in final form a minimum of eight days prior to the adoption of final ordinances.
 - d. Three original complete sets of the executed annexation agreement with all attachments must be provided to the Community Development Department.

CONDITIONAL USE
STATEMENT OF PURPOSE AND CONFORMANCE
Department of Code Administration
City Of Elgin

Applications for Conditional Use shall include a Statement of Purpose and Conformance. **On a separate sheet, please provide a response to each of the following:**

- I. Address the nature of the proposed Conditional Use. Explain in detail what use is being proposed, how it will operate, any benefits that it will provide the community, etc.
- II. Address the reasons for the proposed Conditional Use. Explain why the Conditional Use is being requested.
- III. The granting of a Conditional Use is dependent upon making positive findings with respect to the Standards for Conditional Use. Address each of the following standards, as listed below.
 - A. **Site Characteristics.** The suitability of the subject property for the intended Conditional Use with respect to its size; shape; significant natural features including topography, watercourses, and vegetation; and existing improvements.
 - B. **Sewer and Water.** The suitability of the subject property for the intended Conditional Use with respect to the availability of adequate municipal water, wastewater treatment, and storm water control facilities.
 - C. **Traffic and Parking.** The suitability of the subject property for the intended Conditional Use with respect to the provision of safe and efficient on site and off site vehicular circulation designed to minimize traffic congestion.

D. Additionally, adequate parking should be provided to support the proposed use, and the following standards should be met:

- Nonresidential land uses should be located central and accessible to the area or population served without requiring traffic movements through or into a residential neighborhood. Nonresidential land uses should not be located within residential neighborhoods, but their periphery as defined by the arterial street system.
- The number of locations for vehicular access to or from a public right of way should be limited to those which are necessary for the reasonable use of the property and consistent with current traffic engineering standards. Property with two street frontages should not have a driveway on the busier of the two streets. With the exception of residential driveways, locations for vehicular access to or from a public right of way should be aligned directly opposite existing or approved locations across the street.

E. Location, Design, and Operation. The suitability of the subject property for the intended Conditional Use with respect to it being located, designed, and operated so as to promote the purpose and intent of this title and chapter.

F. Historic Preservation. Where applicable, the suitability of the subject property for the intended Conditional Use with respect to making possible an efficient use of, or a compatible improvement to, a designated landmark or a property located in a designated historic district. The Conditional Use should preserve those portions and features of the property which are significant to its historic, architectural, and cultural values. The Conditional Use should also adhere to a historic preservation plan and be subject to the provisions of Title 20, Designation and Preservation of Historically and Architecturally Significant Property.

Planning & Zoning Commission

CITY OF ELGIN

Meetings are held on the 1st Monday of each month at 7:00 P.M

City Council Chambers - 2nd Floor North Tower
150 Dexter Court, Elgin, IL 60120

2019 Meeting Date	Development Application (with fees) Due Date
January 7	November 16, 2018
February 4	December 21, 2018
March 4	January 18, 2019
April 1	February 15, 2019
May 6	March 22, 2019
June 3	April 19, 2019
July 1	May 17, 2019
August 5	June 21, 2019
September 9 *	July 26, 2019
October 7	August 23, 2019
November 4	September 20, 2019
December 2	October 18, 2019

Note 1: Due to holiday in September the meeting will be held on the 2nd Monday.

Note 2: Due Date: The city's receipt by the due date of a Development Application form, required attachments, application fee and deposit fees; does not guarantee the petition will be heard on the corresponding meeting date.

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