



ZONING BOARD OF APPEALS APPLICATION

VILLAGE OF VILLA PARK

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

For Internal Use Only	Petition #:	Date Received:	Fees Paid:
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SUBJECT PROPERTY INFORMATION

Property Address:

Parcel Index Number(s):

Area of Parcel (acres):

Current Zoning:

REQUESTS

Check the applicable request(s) below.

- Annexation
- Zoning Map Amendment (Rezoning)
- Special Use
- Planned Unit Development (PUD)
- Variation(s)
- Subdivision
- Administrative Adjustments

REQUIRED DOCUMENTATION

- Completed and signed copy of ZONING BOARD OF APPEALS APPLICATION
- Completed zoning request application (Variation, Special Use, Subdivision, etc.)
- Application Fees & Deposit Account
- Proof of Ownership (tax bill, deed, etc.)
- Legal Description of Property (in word format)
- Plat of Survey, must show current conditions and be no older than 5 years
- Receipt from Kane-DuPage Soil and Water Conservation District for Natural Resources Inventory Application
 - Contact #: 630-594-7960 ext. 3



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PETITIONER'S EXPERTS

Attorney

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Engineer

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Land Planner

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Architect

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Landscape Architect

Contact Person:	Phone:
Address (City, State, ZIP):	Email:



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PETITIONER'S EXPERTS CONTINUED

Surveyor

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Other

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Other

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Other

Contact Person:	Phone:
Address (City, State, ZIP):	Email:

Other

Contact Person:	Phone:
Address (City, State, ZIP):	Email:



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APPLICATION FEES & DEPOSIT ACCOUNT

Application Fees

- Variation Only
 - Residential
 - First Variation: \$150
 - Each Additional: \$100
 - All Other (including multi-family)
 - First Variation: \$300
 - Each Additional: \$200
- Zoning Map Amendment (Rezoning to)
 - Residential
 - \$200
 - All Other (including multi-family)
 - \$300
 - With Variation
 - Additional fee of \$100/ Variation requested
- Plat of Subdivision
 - Residential
 - \$100/ subdivided lot
 - All Other (including multi-family)
 - \$150/ subdivided lot
 - With Variation
 - Additional fee of \$100/ Variation requested
- Amendment, Special Use, Appeal, or other requests where a Public Hearing is required
 - Residential
 - \$150
 - All Other (including multi-family)
 - \$300

Deposit Account

- Residential
 - Upon initial application: \$500
 - Upon each continuance: \$250
- Non-Residential
 - Upon initial application: \$1,000
 - Upon each continuance: \$250

Any and all expenses incurred by the Village on behalf of any applicant, including but not limited to photocopying, reporter fees, transcript fees, publication fees, recording fees, consultant fees, notification fees or any other out-of-pocket expenses incurred on behalf of applicant shall be the sole and exclusive responsibility of the applicant. The amounts set forth hereinafter shall be deposited with the village to cover direct expenses incurred relating to presentation of applications to the Zoning Board of Appeals. The deposited funds shall be held in a separate account by the village to be used either as security for the payment of such expenses or for the actual payment of such expenses as may be provided hereinafter.



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Statement of Ownership Interest

The undersigned hereby represents and warrants to the Village of Villa Park that none of the individuals specified in Section 3 of An Ordinance Regulating Code of Certain Elected and Appointed Officers of the Village of Villa Park (a current list of these individuals is listed below and a part of this application) has any ownership interest of five (5%) percent or more in the entity making this application or real estate which is the subject of this application, nor is any of the foregoing individuals an officer, director, or employee of the entity making application.

(If foregoing representation and warranty is inaccurate, state the names of any such individuals who are officers, directors, or employees of the applicant of which have an ownership interest in the application and the nature of such interest).

Applicant(s):

Dated: _____

Any person who executes an application knowing that statement set out above, or any part thereof, is false shall be in violation of the ordinance and subject to the penalties set out in Section 9 of Ordinance 2323, which states: Section 9: Any violation of a provision of this ordinance shall be a Class C misdemeanor, punishable by a fine not to exceed 400% or imprisonment in other than a penitentiary, for a term less than 30 days. Nothing contained in this ordinance shall be constructed to preclude prosecution under any applicable state law.



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STAFF/CONSULTANT REVIEW REIMBURSEMENT ACKNOWLEDGEMENT

The undersigned hereby acknowledges their obligation to reimburse the Village of Villa Park for the costs incurred by the Village staff and consultants to review the application attached to this Acknowledgement, including all of the supporting documentation and data, plans, specifications, drawings and other information as required by the applicable sections of the Villa Park Code of Ordinances. The applicant shall deposit into a specified account with the Village at the time of each application. The amount is determined by the Zoning Administrator.

Further, the undersigned represents themselves as having the authority to incur such obligations on behalf of the owner and/or property.

The undersigned further acknowledges that the Village will deduct from this deposit the costs for reviewing the application by the Village's consultants and Village staff at the rate established for each individual by the Village Board and reimbursable expenses incurred for publication, postage and other actual costs associated with this application.

It is further acknowledged that the Village may demand additional payment(s) if the costs incurred during the review of this application exceed the amount of the deposit accompanying this application and may stay all proceedings thereto until such additional sums are deposited with the Village in accordance with the Villa Park Code of Ordinances.

Signature of Applicant or Authorized Agent

Date

Name (Please Print or Type)

Company Name

Address

City, State, Zip Code

Name of Development

Parcel Index Number(s)



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CONSENT TO ON-SITE INSPECTION

The undersigned are the owners of record of the real estate which is the subject of this petition and do hereby freely and voluntarily consent to inspection of the site by the Zoning Administrator, their designated representative, the Village of Villa Park Zoning Board of Appeals members, and the Village of Villa Park Board for purposes of determining the appropriateness of the pending proposed zoning petition, and hereby release such persons from any liability based in whole or in part on the inspection of the parcel in question.

Signature of Owner of Record

Date

Name (Please Print or Type)

Company Name

Address

City, State, Zip Code

Site Address

Parcel Index Number(s)



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AFFIDAVIT OF OWNERSHIP

STATE OF ILLINOIS:

COUNTY OF DUPAGE:

The undersigned, being first duly sworn, does hereby state that permission is hereby granted to _____, or his duly authorized agent, to file the necessary documentation within the Village of Villa Park and to pursue the necessary approvals for the proposed use for the property and/or a portion thereof, in the Village of Villa Park, as described on Exhibit A attached hereto. Title to the property to be considered for the above-mentioned zoning relief is held by: _____

Subscribed and sworn to before me, _____
 This _____ day of _____ 20_____ Name of Owner (Printed)

 Notary Public Signature of Owner

 Date

Exhibit A – Legal Description of Property Attached

THIS PORTION OF THE FORM ONLY NEEDS TO BE COMPLETED IF THE PROPERTY IS IN TRUST

Name of Trustee: _____

Name of Beneficiaries: _____

The above and foregoing is a complete disclosure of all beneficiaries and/or holders of any beneficial interest in the above-named trust.

 Trustee's Signature

STATE OF ILLINOIS)
) SS
 COUNTY OF DUPAGE)

_____ Being duly sworn on oath deposed and states that he has read the above and foregoing (Trustee's Name Printed) disclosure of beneficiaries of a land trust by him subscribed, knows the contents thereof, and the same are true and correct.

Subscribed and sworn to before me
 This _____ day of _____ 20_____

 Trustee's Signature

 Notary Public



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GENERAL PATH OF THE PETITION

Pre-Application Meeting: Pre-Application Meeting with representatives from the Community & Economic Development Department and other departments as needed, such as Public Works Department and Fire Department, as an informal meeting to discuss the proposal and any requirements.

Application Procedure: The applicant shall prepare and submit to the Director of Community & Economic Development all information required, including but not limited to completed application(s), all materials identified in the checklist, and all applicable fees.

Meeting Dates & Application Deadlines: All materials shall be completed in full and approved by the Director of Community & Economic Development at least 4 weeks in advance of the scheduled public hearing. The Zoning Board of Appeals meets on the second Wednesday of each month at 6:00 p.m. in the Board Room of Village Hall, 20 South Ardmore Avenue. At the call of the chairperson and at such other times as such commission or the corporate authorities may determine, other meetings may be held. See the current submittal calendar for dates.

Public Notice Procedures: Between 15 to 30 days prior to the public hearing, notice is published in a local newspaper and all adjacent property owners within 250' exclusive of right-of-way are mailed notice of the upcoming public hearing. In addition, the Village will place Notice of Public Hearing sign(s) on the subject property.

Public Hearing Process: A Public Hearing shall be convened on a date established by the published notice. You are required to attend this public hearing to present the evidence and testimony and to answer any questions from the public and the commission. Applicants are encouraged to make extensive use of exhibits to illustrate their application.

Public Hearing Procedure: Typical process is outlined below. Please note that no further testimony on this matter can be considered after the close of the public hearing.

- a. Staff Input
- b. Presentation of Petitioner
- c. Public Participation and Questions
- d. Questions from the Commission
- e. Closing Comments of Petitioner
- f. Close Public Hearing
- g. Discussion by Commission Members
- h. Motion

In cases where the Zoning Board of Appeals finds that the anticipated increased activity in the Village due to the proposed development requires the provision of additional public service, facilities or the like, the Zoning Board of Appeals may require a dedication or reservation of land, monetary payments or the construction of improvements, as a legal condition of approval for subdivision or development. Such developer contributions shall not be required unless the anticipated increased activity necessitating the contribution is specifically and uniquely attributable to activities of the developer which generates costs, which would otherwise be cast upon the public.

Readings of the Ordinance: There is typically one meeting for Ordinance approval. If the Village Board requests additional information, the vote may be postponed, or the petition may be returned to the ZBA for additional information.

Building Permits: For any construction, a building permit will be required. Don't forget to apply for permits prior to beginning any work. The building permit review may be concurrent with the Zoning Petition process.

For questions or concerns, contact the Community & Economic Development Department.
11 W Home Ave, Villa Park, IL 60181 | planning@invillapark.com | 630-433-4300