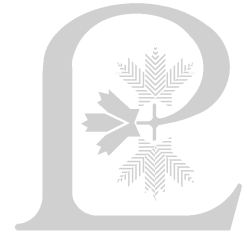


VILLAGE OF LINCOLNSHIRE
APPLICATION FOR
VILLAGE BOARD CONSIDERATION
 Department of Community Development



(Place Date Stamp Here)

Application Number: _____

GENERAL INFORMATION

Property Address: _____

P.I.N. #(s): _____

Applicant Name: _____

REQUESTED ACTION (Check all that apply)

Amendment	Rezoning (Map)*	Appeal	Administrative Decision
	Text*	Special Use*	New Special Use/PUD
	Annexation Agreement		Modification to Special Use/PUD
	Other		Other
Annexation*	Annexation of Land	Subdivision*	Subdivision
	New Annexation Agreement	Variation*	Zoning Regulations
Architectural Review Board (ARB)*	New Structure/Development		Sign Regulations
	Modification to Structure/Development		Subdivision Regulations
	New Signage		<i>*Refer to the applicable Supplemental Information Packet for additional information and required documentation.</i>
	Modification to Signage		

DESCRIPTION OF REQUEST(S)

Attach additional pages if necessary

APPLICANT INFORMATION

Applicant Name/Company: _____

Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

FAX: _____

E-Mail Address: _____

APPLICANT INFORMATION (CONTINUED)

Primary Contact Name (if different from above): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Property Owner Name (if different from above): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX : _____

REPRESENTATIVES

Attorney: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX : _____

E-Mail Address: _____

Architect/Land Planner: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Engineer/Land Surveyor: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Landscape Architect: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

Other: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ FAX: _____

E-Mail Address: _____

REQUIRED MATERIALS

The materials identified below must be submitted as part of the Application Packet, incomplete submittals will not be accepted and may result in the request being deferred to the next available agenda. Prior to submitting an Application Packet, a pre-application meeting with the Planning Staff must occur first.

- Letter of Request:** The Applicant must provide a letter to the attention of the Mayor and Village Board of Trustees, with this application, which describes the request(s) and outlines the reason(s) for the request(s).
- Legal Description:** The legal description of all subject properties must be submitted in (1) an accurate and legible 8 1/2" by 11" paper format, and (2) an electronic duplicate in Microsoft Word format.
- Plat of Survey:** An accurate Plat of Survey prepared by a registered land surveyor or professional engineer. The Plat of Survey must include all information required by the Illinois Survey Manual and must not be any larger than 11" x 17" paper size (unless requested by Staff).
- Surrounding Property Owners:** The Applicant must provide a list of all owners of record for all lots within 250 feet of the subject parcel for which the Application is being sought. The Planning Staff will provide the Applicant with the written notices to be mailed. The Applicant will be required to send such notices by certified or registered mail, with return receipt requested, no more than thirty (30) calendar days nor less than fifteen (15) calendar days in advance of the Public Hearing. The Applicant shall file a sworn affidavit (attached), verifying mailing, with the Department of Community Development no less than four (4) business days in advance of the Public Hearing

Information on all persons to whom the current real estate tax bills are sent, mailing address, property address and Permanent Index Number for all properties within 250' of the subject parcel(s) is available at the Vernon Township Assessor's Office, 3050 Main Street, Buffalo Grove, Illinois, (847) 634-4602.
- Application Fee:** Refer to attached Development Review Fee Schedule for fees.
- Cash Advance Account Deposit:** Refer to attached Development Review Fee Schedule for fees.
- Accompanying Documents Identified in Supplemental Information Packet (if necessary)**

APPLICANT/OWNER ACKNOWLEDGEMENTS

The Applicant(s) and Owner(s) do hereby certify, acknowledge, and affirm that:

1. I (We) have carefully and fully read this application, and all of the statements contained in this Application Packet are true.
2. I (We) fully understand and agree to comply with the terms and provisions outlined in this application and the Lincolnshire Village Code.
3. I (We) agree to pay all applicable filing fees and assume responsibility for the payment of all reimbursable expenses associated with the processing of this application and request(s).

Signature of Applicant

Date

Signature of Property Owner

Date

DEVELOPMENT REVIEW FEE SCHEDULE

Fees and expenses incurred by the Village as a result of processing a filed request are paid by the Applicant. In order for a request to be placed on a Public Meeting Agenda, the Applicant must submit cash or check payment in the amount equal to the total application fee plus the amount required to establish a Cash Advance Account for each request filed. Further application fees may be incurred as a result of additional request(s) filed subsequent to the initial payment.

The Cash Advance Account System is designed to provide immediate funds for payment of actual expenses incurred by the Village as a result of processing a petition or request made by a developer, business, or individual. Each Cash Advance Account is established based on the estimated costs for services to be rendered. If the actual costs for the services exceed the amount of the initial deposit, the Applicant will be required to replenish the Cash Advance Account upon request of the Village Staff. If additional funds remain in the Cash Advance Account at the completion of the project, the remaining balance in the account will be refunded.

All checks made payable to “**Village of Lincolnshire**”

Request	Application Fee	Cash Advance Account Deposit
Amendments	\$500.00	\$1,000.00
Annexation	\$500.00 per acre	\$1,000.00
Appeals to Administrative Decision	\$100.00	-
Architectural Review Board		
Minor Improvements	\$250.00	\$250.00
Major Improvements (per structure)	\$500.00	\$500.00
Planned Unit Development	\$2,000.00	\$4,000.00
Pre-Annexation Agreement	\$500.00	-
Site Plan Review Process		
Single Family Residential Lot of Record	\$150.00	-
Non-Residential Property	\$50.00 per acre \$150.00 (Min.) \$2,500.00 (Max.)	-
Special Use		
Single Family Residential Lot of Record	\$500.00	\$500.00
All Other Requests	\$500.00	\$1,000.00
Subdivision*	\$1,000.00	\$3,000.00
Variation		
Single Family Residential Lot of Record	\$250.00	\$250.00
All Other Petitions	\$250.00	\$500.00

*Additional Acreage Impact and Donation Fees may be required, please refer to the Subdivision Supplemental Information Packet.

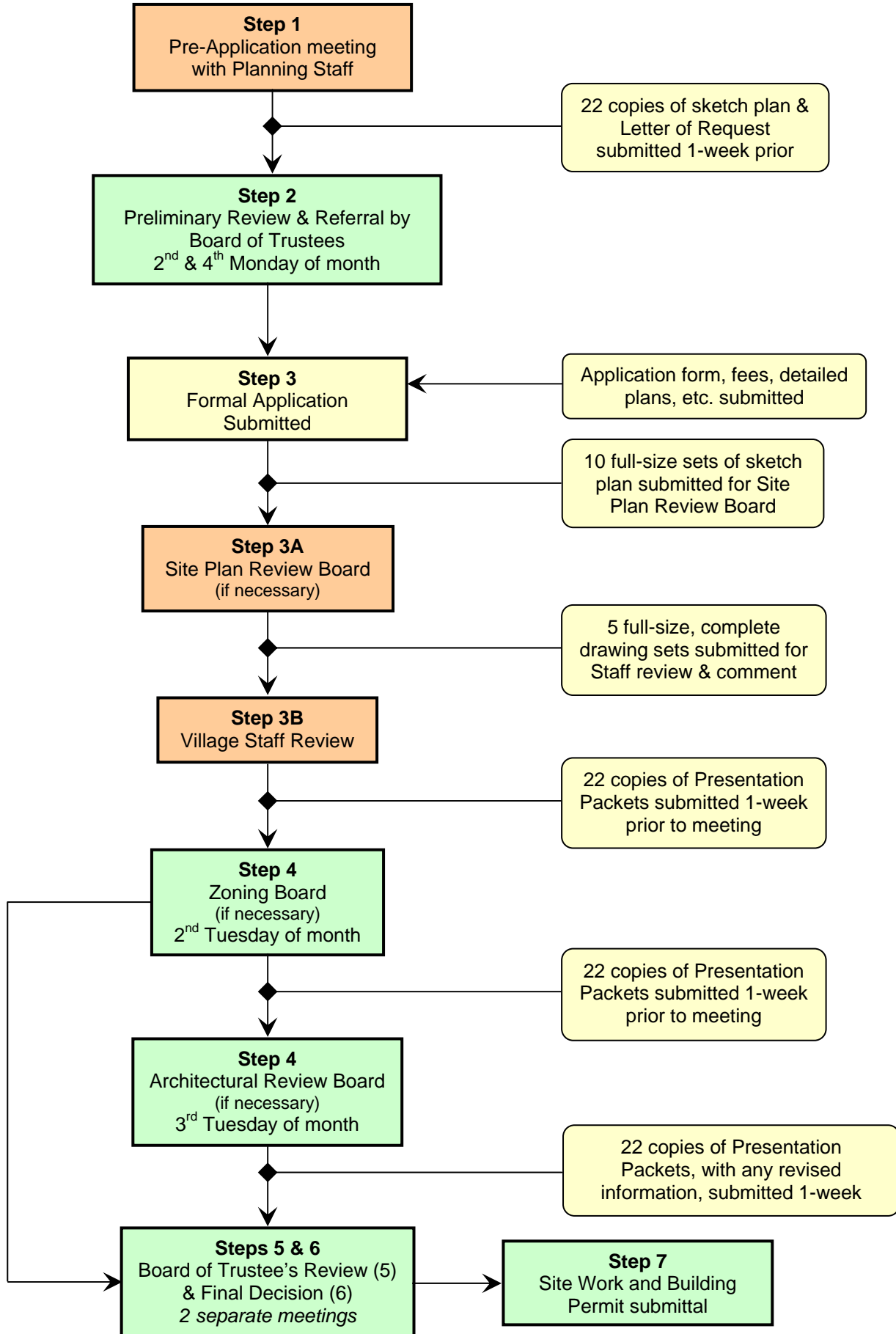
Village of Lincolnshire

One Olde Half Day Road, Lincolnshire, IL 60069

Phone (847) 883-8600 Fax (847) 883-8608

www.village.lincolnshire.il.us

Village of Lincolnshire General Application Process Chart





**Village of Lincolnshire
Notification Affidavit**

I, _____, hereby certify under penalty of perjury as follows:

1. That on the _____ day of _____, 20____, such day being not less than ___ days before the hearing so described, affiant caused to be mailed, through certified or registered mail, return receipt requested, in the Post Office of _____, copies of the attached Notice of Public Hearing (please attach to this Affidavit) to the owners, as recorded in the office of the recorder of deeds or the registrar of titles of the county in which the property is located and as appears from the authentic tax records of such county, of all property within 250 feet in each direction of the location for which the application has been filed, excluding public rights of ways of the subject site, located at _____, and to the owners, or representatives, of property listed as exempt.

2. That the parties to whom said notice was mailed are set forth on the attached list.

[Please attach list to this Affidavit]

Signature

Subscribed and sworn to before me

this _____ day of _____, 20____.

Notary Public