

## **PLANNING & ZONING COMMISSION APPLICATION PROCEDURE**

### **PLEASE READ ALL OF THE FOLLOWING INFORMATION**

1. Complete the Planning & Zoning Commission Application in full and submit with all necessary documents and the appropriate fee(s).
2. Draw a site plan or obtain a plat of survey showing all lot lines, lot dimensions, all buildings and other structures such as, but not limited to, fences, decks, satellite dishes, sheds and swimming pools. The principal building must be shown in its position on the lot and its distance from all lot lines. The site plan or plat of survey must show the location of all other structures along with their distance from all property lines and the distance of each structure from the principal building. If the application request includes improvements including but not limited to a fence, shed, structure, pool, driveway, building additions or signage, the location of the improvements shall be clearly illustrated on the site plan including dimensions and setbacks.
3. You must give written notice regarding the details of the application request to the owner of record of all lots lying within one hundred fifty (150) feet (exclusive of public rights-of-way) of the subject property. To determine this, refer to your tax bill to find your Property Index Number (PIN). Take this number to the Troy Township Assessor's Office, 25448 Seil Road, Shorewood. Ask to see an aerial so you can determine the PIN for lots within 150 feet of your PIN number. Once you have determined the PIN numbers involved, ask to see a printout of the latest real estate list in Property Index Number order. The owner of record will be listed next to the PIN number.
4. The written notices may be delivered personally with confirmation signature of delivery, or may be sent by certified or registered mail, properly addressed with sufficient postage affixed thereon and return receipt requested. The written notice shall be mailed no more than fifteen (15) days and no less than five (5) days prior to the scheduled public hearing date.
5. Complete the attached affidavit and have it notarized. This affidavit shall be a presumption of the giving of said notices. The sworn affidavit stating you sent the appropriate notices together with copies of the notices showing the names and addresses of the persons to whom the written notices have been sent and the returned certified mail receipts must be submitted to the Community Development Department prior to the start of the scheduled public hearing. If return receipts are not received by the hearing date, the post office receipt of proof of mailing shall be submitted in its place.

Submit the following to the Community Development Department:

1. The original application
2. Completed, original Disclosure of Beneficiaries form (attached)
3. The original plus 25 copies of site plan or plat of survey of your lot and detailed description of the requested action and/or business operations (only 20 copies for variance requests concerning

fences and setbacks of existing residential lots of record)

4. The list of properties within one hundred fifty (150) feet you will be required to notify. An affidavit stating you sent the appropriate notices together with the returned certified mail receipts must be submitted to the Community Development Department prior to the start of the scheduled public hearing. If return receipts are not received by the hearing date, the post office receipt of proof of mailing shall be submitted in its place.
5. A check payable to Village of Shorewood in payment of the fee in accordance with the established application fee schedule for the expense of processing your application and publishing the public legal notice in the newspaper (fee schedule is listed on the application).
6. The Planning & Zoning Commission chairperson and/or Staff may ask you to submit other information they feel necessary to assist the members of the Commission with the characteristics of the subject real estate and the nature of your request.
7. You may be required to pay an additional deposit to assure payment of expenses incurred by the Village in connection with your application including, but not limited to, court reporter, planning and other legal consulting fees.
8. You or your representative should be prepared to make a thorough presentation at the scheduled hearing before the Planning & Zoning Commission.
9. You or your representative are urged to attend the Village Board meeting when a recommendation for a zoning change, amendment, or a conditional use is made on your behalf by the chairperson of the Planning & Zoning Commission. If you have applied for a variance for a fence or for a variance on a setback requirement for a single-family residence (and accessory structures such as storage sheds), the Planning & Zoning Commission will make the final determination.

## **GENERAL INFORMATION**

1. When the Zoning Officer is satisfied that the application is properly executed, that all material has been submitted and all required fees have been paid, the Community Development Department shall prepare the proper legal notice for publication in a local newspaper. This notice must appear at least fifteen (15) days but not more than thirty (30) days before the date of the hearing. The cost of said public legal notice is included in the application fee.
2. The Community Development Department shall distribute copies of the application and other pertinent information to members of the Planning & Zoning Commission for review.
3. The Planning & Zoning Commission shall hold a public hearing within sixty (60) days after the filing of the application provided all necessary application information and agenda materials have been submitted.
4. The Planning & Zoning Commission shall make written findings of fact on decisions within one hundred twenty (120) days of the filing of the application.
5. A record of all meetings of the Planning & Zoning Commission shall be preserved in such manner as the Planning & Zoning Commission, by rule, prescribes from time to time.
6. The Planning & Zoning Commission meets in the Village Board room at the Shorewood Village

Hall, One Towne Center Boulevard., Shorewood, IL on the 1st Wednesday of the month at 7:00 P.M. only when a hearing is scheduled.

7. Any person requesting to present any matter to and meet with the Shorewood Planning & Zoning Commission at a hearing date other than the regularly scheduled hearing date shall first deposit with the Zoning Officer the sum of three hundred dollars (\$400.00) as a fee for the holding of such special hearing of the Planning & Zoning Commission.
8. Any fee collected throughout the application process shall not be returned to the applicant (through no fault of the Planning & Zoning Commission).
9. The Planning & Zoning Commission shall make the final decision on variances concerning fences and setbacks for single-family residential structures and structures accessory thereto (such as storage sheds), when such variance request concerns a then existing lot of record.
10. All decisions and findings of the Village Board related to Shorewood Code of Ordinances, Title 10, shall, in all instances, be the final administrative decision and shall be subject to judicial review as may be provided by law. In the case of zoning amendments, conditional uses, planned unit developments and other actions which require that approval or granting thereof be by ordinance, the enactment of an approving or grating ordinance shall be the final Administrative decision and shall be subject to judicial review as may be provided by law.

After reading the above in full, if you have any questions please call the Community Development Director, at (815) 553-2310.

Village of Shorewood  
One Towne Center Blvd.  
Shorewood, IL 60404  
Phone (815)725-2150 • Fax (815)744-6766



## PLANNING & ZONING COMMISSION APPLICATION

The undersigned does hereby apply for:

VARIATION     CONDITIONAL USE     ZONING CHANGE

AMENDMENT TO ONE OF THE ABOVE

This application pertains to: Shorewood Village Code, Title 10, Chapter \_\_\_\_\_, Section \_\_\_\_\_, Sub-Section \_\_\_\_\_

Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach A) full exact legal description, and B) list of property owners within 150 feet of subject property to be notified

Common Address: \_\_\_\_\_

Property Index Number (PIN): \_\_\_\_\_

Current Zoning and Land Use: \_\_\_\_\_

Below list all owners and their addresses. If a land trust, list the name and address of each beneficiary of the trust.  
Attach separate sheet if necessary.

\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Applicant's Name - Please Print)

Fee paid:

Variance (Single Lot Res) \$225  
 Variance (Non-Res & Multi-Lot Res) \$650  
 Zoning change \$650  
 Conditional Use \$400  
 CUP/PUD \$1150 plus \$400 per CUP request

Check one:     Owner  
                   Contract Purchaser  
                   Lessee  
                   Attorney/Agent for Owner

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

**OFFICE USE ONLY:**

Petition No: \_\_\_\_\_

Hearing Date: \_\_\_\_\_

**A F F I D A V I T**

**Subject property:** \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that the following is a true and correct list of the names and addresses of persons owning property within 150 feet in all directions of the subject property as such names are recorded in the office of the Will County Supervisor of Assessments. I also certify that the number of feet occupied by all public roads, streets, alleys and other public ways has been excluded in computing the 150-foot requirement. I also certify that a written notice was sent to each person on the following list by: (check one)

\_\_\_\_ personal delivery    \_\_\_\_ delivery by certified mail    \_\_\_\_ delivery by registered mail

I certify that said notices included my name, the address of the subject property, how the property would be used if my request were granted, and the date of the hearing and that said notices were sent no more than fifteen (15) days, no less than five (5) days prior to the scheduled public hearing.

OWNER

MAILING ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I further certify that I have a free-hold interest, a possessory interest entitled to exclusive possession, a contractual interest which may become a free-hold interest, an option to purchase, or some other exclusive possessory interest in the subject property. I have attached a copy of the following document to show the nature of my interest:

- \_\_\_\_ Copy of deed
- \_\_\_\_ Copy of contract to purchase, option or lease
- \_\_\_\_ Copy of land trust agreement and all amendments certified by land trustee, and copies of any assignments of beneficial interest in the trust.

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Notary Public

**NOTICE TO NEIGHBORING PROPERTY OWNER**

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Property Owner:

I have applied to the Village of Shorewood Planning & Zoning Commission for a:

\_\_\_\_ Variation      \_\_\_\_ Conditional Use      \_\_\_\_ Zoning Change  
\_\_\_\_ Amendment to One of the Above

The property involved is located at:

\_\_\_\_\_.

The request, if granted, would permit the following:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Planning & Zoning Commission will hold a public hearing on my application on \_\_\_\_\_ 20\_\_\_\_ at 7:00 P.M. at the Village Hall, at which time you may express your views on the matter in person, if you so desire. You may also write to the Shorewood Planning & Zoning Commission at One Towne Center Boulevard, Shorewood, IL 60404. Thirdly, you may express your views by legal counsel at your own expense. If you have questions or would like to view any file information regarding the request, please contact the Village of Shorewood Community Development Department at 815-553-2310.

Sincerely,

\_\_\_\_\_  
Applicant