

VILLAGE OF HAMPSHIRE

APPLICATION FOR DEVELOPMENT REVIEW (CONCEPT PLAN, PRELIMINARY PLAN, ANNEXATION, ZONING)

CHECKLIST

Procedures and Deadlines

1. Petitioner will file all documents and requests with the Village Clerk's office to initiate the development procedure.
2. Petitioners must submit complete applications 45 days before Plan Commission meeting date to allow for staff review and consultation. The Village reserves the right to remove a Petitioner from a scheduled meeting if the deadline is not met, the application is not complete, or the required fees and deposits are not submitted.
3. All submittals are subject to review by Village personnel and/or consultants, as necessary, and will be scheduled on the Agenda of the Plan Commission, Zoning Board, and Board of Trustees, as applicable, only upon receipt of a complete application. Incomplete or late submittals will cause postponement to the next regularly scheduled meeting.
4. Meeting dates are subject to change. Petitioners will be notified of any meeting date changes.
5. The Plan Commission meets on the 2nd and 4th Mondays of the month; the Zoning Board of Appeals meets on the 2nd and 4th Tuesdays of the month.
6. Petitions will be forwarded to the Board of Trustees following final action by the appropriate advisory group. The Village Board meets on the 1st, 2nd and 3rd Thursdays of the month.

Village Contacts:

Jeffrey R. Magnussen / Village President	847-683-2181
Orris Ruth, Planning / Zoning Administrator	847-683-2181
Martin Ebert / Water/Sewer Trustee	847-683-2181
Brad Sanderson, P.E. / Village Engineer	630-466-9350
Mark Schuster / Village Attorney	847-742-8800

Village of Hampshire
Summary of the Development Application Review Process

The procedures, requirements and time frames for each step in the development application review process may be found in the Hampshire Subdivision Ordinance and the Hampshire Zoning Ordinance.

APPLICATION REVIEW

Each development application will be reviewed by the Village, its officials and consultants. This review is meant to identify issues and concerns pertaining to the development application that should be addressed by the Petitioner's subsequent submittals.

All applications for any subdivision creating two or more lots, and for any special use permit, will be subject to such review.

After it has been determined that your application is complete, you will receive notification of meeting dates for review of the application by the Plan Commission, Zoning Board of Appeals, and Village Board, as required. If a public hearing is required in connection with the application, the Village will publish the notice (at the Petitioner's cost), provided the application is complete.

You are responsible to reimburse the Village for all fees incurred for time devoted by Village consultants to review of your application. You will be required to establish a draw account with the Village Finance Director, with an escrow deposit, upon the filing of your application, and in accordance with then-current Village policy and escrow deposit schedule regarding same.

The Village and its consultants are concerned with obtaining compliance with all the Village's regulations and requirements, and with identifying ways to achieve or improve upon the Village's development goals and objectives. The consultants have no authority to vary the requirements of the Subdivision Ordinance or Zoning Ordinance.

PLAN COMMISSION REVIEW

The Plan Commission is responsible for interpreting the Village's development goals and objectives and making recommendations to the Village Board concerning land use and land development. The Plan Commission relies upon the information provided by the applicant, input from the Village consultants, and (in appropriate cases) the input of the public in making its recommendation on each development application. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

ZONING REVIEW

The Zoning Board of Appeals is responsible to review and make recommendations regarding petitions to amend the zoning regulations, or to change the zoning classification of any land in the Village. The Zoning Board of Appeals relies upon the information provided by the applicant, input from Village consultants, and (in appropriate cases) the input of the public in making its recommendations. It

is the applicant's responsibility to demonstrate that the criteria for approving a change in the regulations, or a change in the classification of any particular parcel, are met.

VILLAGE BOARD REVIEW

The final decision for each development application rests with the Village Board. The Village Board may accept, reject or modify the Plan Commission / Zoning Board recommendation. The Village Board's action is final.

LAND DEVELOPMENT APPLICATION

THE UNDERSIGNED RESPECTFULLY PETITIONS THE VILLAGE OF HAMPSHIRE TO REVIEW AND CONSIDER GRANTING THE FOLLOWING APPROVAL(S) ON THE LAND HEREIN DESCRIBED *(check all that apply)*

- Annexation *
 - Rezoning from _____ District to _____ District
 - Special Use Permit
 - Concept Plan Review
 - Preliminary Plan Approval
 - Final Plan Approval
 - Site Plan Review
-

PART I. APPLICANT INFORMATION

APPLICANT (Please Print or Type)

Name: _____

Address: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

CONTACT PERSON (If different from Applicant)

Name: _____

Address: _____

Phone: (_____) _____ - _____ Fax: (_____) _____ - _____

-- IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY? YES [] NO []

*(If the Applicant is not the owner of the subject property, a WRITTEN STATEMENT from the Owner authorizing the Applicant to file the **Land Development Application** must be attached to this application)*

-- IS THE APPLICANT AND/OR OWNER A TRUSTEE OR A BENEFICIARY OF A LAND TRUST? YES [] NO []

(If the Applicant and/or owner of the subject property is a Trustee of a land trust or beneficiary(ies) of a land trust, a DISCLOSURE STATEMENT identifying each beneficiary of such land trust by name and address, and defining his/her interest therein, shall be verified by the Trustee and shall be attached hereto).

* Attach an original copy of a Petition for Annexation to this Application.

PART II. PROPERTY INFORMATION

ADDRESS OF PROPERTY:

PARCEL INDEX NUMBER(S):

AREA OF PARCEL (ACRES):

LEGAL DESCRIPTION: The full and complete legal description must be ATTACHED to this application.

The subject property is located in which **FIRE PROTECTION DISTRICT?**

The subject property is located in which **PARK DISTRICT?**

The subject property is located in which **SCHOOL DISTRICT?**

The subject property is located in which **LIBRARY DISTRICT?**

The subject property is located in which **TOWNSHIP ROAD DISTRICT?**

CURRENT ZONING:

PROPOSED ZONING:

RECOMMENDED LAND USE:

(As described in the Hampshire Comprehensive Plan)

PROPOSED LAND USE:

NAME OF PROPOSED DEVELOPMENT:

PART III. REQUIRED DOCUMENTATION

- Land Development Application – 2 signed copies
- Application Fee (Amount) \$_____
- Reimbursement Escrow Account Deposit (Amount) \$_____
- Proof of Ownership (or Option to Acquire) (1 copy)
- Legal Description of Property / Plat of Survey (1 copy)
- List of property owners within 250 feet with parcel numbers (See enclosed sample letter)
- Preliminary Plan (____ folded -- full size copies)
- Landscape Plan: Preliminary OR Final (____ folded full size copies)
- Site Plan (6 copies)
- Architectural Elevations (2 full size, ____ folded reduced size copies)
- Final Plat of Subdivision (____ folded -- full size copies)
- Final Engineering Plans (____ copies -- signed and sealed)
- Petition for Annexation (2 copies)
- Proposed Annexation Agreement (6 signed copies)
- Plat of Annexation (6 copies)
- Kane-DuPage Soil & Water Conservation District -- Land Use Opinion (1 copy)
- Fiscal Impact Study (If required by Staff -- 6 copies)
- Traffic Impact Analysis (If required by Staff -- 6 copies)
- Department of Conservation -- Endangered Species Report (1 copy)
- Army Corp. of Engineers -- Report on Wetlands (If required- 1 copy)

I, _____, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with the Hampshire ordinances.

Date

Signature of Applicant

CLERK'S RECEIPT

RECEIVED this ____ day of _____, 20____.

Village Clerk

EXHIBIT A

**Applicant's Agreement With Respect To
Land Development Fees and Deposits**

The undersigned Applicant acknowledges that he has filed a LAND USE APPLICATION with the Village, requesting _____

_____ (type of action requested) and also acknowledges that the Village Code requires that he reimburse the Village for all fees incurred by the Village for any engineering, legal, consultant and other outside services in regard to this application and all matters related to the proposed development.

The Applicant agrees to be bound by the terms of the Village Code in this regard.

The Applicant is required to, and hereby does, submit a deposit to be held by the Village Finance Director for reimbursement of such fees, and acknowledges that he is required to periodically replenish the escrow account established with such deposit, in accordance with the current Village schedule for same. Said deposit shall be utilized to reimburse the Village for such expenses actually incurred. Any balance remaining after payment of all such fees shall be returned to Applicant. Any interest earned on funds on deposit shall accrue to the Village.

Date

Applicant

RECEIPT OF INITIAL FEE DEPOSIT ACKNOWLEDGED
BY VILLAGE FINANCE DIRECTOR

Village Finance Director

*This form must be executed and accompany all Development Applications.
No Application will be accepted or processed without this completed form.*

Village of Hampshire

VILLAGE REVIEW

The Village shall arrange a meeting of appropriate personnel and consultants as needed.

PLAN COMMISSION MEETING SCHEDULE

The Plan Commission meets on the 2nd and 4th Mondays of each month at 7:30 p.m. All submittals to the Plan Commission must be delivered to the Chair not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals.

ZONING BOARD OF APPEALS MEETING SCHEDULE

The Zoning Board of Appeals meets on the 2nd and 4th Tuesdays of each month at 7:00 p.m. all submittals to the Zoning Board of Appeals must be delivered to the Village Clerk not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals.

REQUIRED DOCUMENTATION FOR DEVELOPMENT PETITIONS

CONCEPT PLAN	X	X					X													
SITE PLAN REVIEW	X	X	X	X		X	X	X	X		X									
ANNEXATION	X	X	X											X	X	X				
			X	X	X		X													
SUBDIVISION - FINAL	X	X										X	X	X						
SPECIAL USE PERMIT	X	X	X	X	X			X	X	X	X	X								
ZONING TEXT AMENDMENT	X	X																		
RE-ZONING	X	X	X	X	X			X												
COMP. PLAN AMENDMENT	X	X																		

Application
Application Fee & Deposit
Proof of Ownership
Legal Description - Plat of Survey
Certified Mailing Receipts and List of Property Owners
Tree Preservation and Removal Plan
Site Analysis
Site Plan/Preliminary Plan
Landscape Plan
Preliminary Plan
Architectural Elevations
Final Plat of Sub.
Final Engineering Plans
Petition for Annexation
Annexation Agreement
Plat of Annexation
Soil Conservation Land Use Opinion
*Fiscal Impact Study
*Traffic Impact Analysis
*Dept. of Conservation Report
* If Required by Staff

**DO NOT RETURN THIS PAGE TO THE VILLAGE -
IT IS FOR YOUR USE IN DRAFTING LETTERS**

Every applicant for re-zoning, special use or planned unit development is required to notify adjoining property owners of his/her intent to develop property in the Village of Hampshire. Applicants should provide the adjoining property owners with a brief description of the proposed development and a copy of the development plan to help adjoining property Owners better understand what is being proposed in their neighborhood (on Applicant's Letterhead)

**SAMPLE
NOTIFICATION / INFORMATION LETTER**

Dear Neighbor:

(Applicant Name) has submitted an application to the Village of Hampshire for (type of application) to allow (describe project, use of land, number of units, etc.) on the property located at _____.

A copy of the site plan is enclosed for your information. The Village of Hampshire is currently reviewing our application material, including the site plan. If you have any concerns or questions about the proposed development of the property, you are encouraged to call (contact for the Applicant) at (Contact's telephone number).

You will also have an opportunity to comment about the proposed development at the Hampshire Plan Commission / Zoning Board of Appeals meeting scheduled for ((Date of Plan Commission/Zoning Board of Appeals meeting / public hearing) at 7:00 / 7:30 p.m. at the (Place – usually Village Hall).

Sincerely,

(Applicant)

VILLAGE OF HAMPSHIRE
AFFIDAVIT OF NOTIFICATION
(FOR RE-ZONING OR SPECIAL USE PERMIT)

To: Village of Hampshire
234 S. State Street
Hampshire, IL 60140

From:

Date:

The undersigned, being sworn upon his oath, deposes and says that the list below includes the names and address of all owners of property adjacent or within two hundred-fifty feet of the property referred to in a petition (to re-zone from _____ to _____, for a Special Use Permit for _____, for a Planned Development) and, further that all persons owning property which is to or contingent referred to in the petition for (reclassification, special use permit, or planned development) have been notified of the intent of the Petitioner(s).

The _____ property _____ is _____ located _____ at _____.

The full and complete legal description is attached hereto.

PROPERTY INDEX # PROPERTY OWNER ADDRESS

PROPERTY INDEX #	PROPERTY OWNER	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(NOTIFY BY CERTIFIED MAIL- FILE COPIES OF MAILING RECEIPTS)

Attached additional sheets, if necessary.

Subscribed and sworn before me this _____
_____ day of _____ 20__.

NOTARY PUBLIC

VILLAGE OF HAMPSHIRE VILLAGE ORDINANCE & REQUIREMENTS

Proposed developments in the Village of Hampshire are reviewed based on the Village's development ordinances, including the following:

- Zoning Ordinance
- Subdivision Ordinance
- Stormwater Ordinance (per Kane County)
- Soil Erosion and Sediment Control Ordinance
- Floodplain Ordinance
- Developmental Impact Fees
- Transportation Policy

It is strongly recommended that, before preparing submittal requirements and plans, you and your professional consultants fully review these ordinances. Each of the above documents is available at the Village Hall.

VILLAGE FEES

A schedule of fees assessed by the Village for land development applications, and for various services related to land development (water meters, water and sewer connection fees, building permits, etc.) may be obtained from the Village Clerk and/or Building Department.

ESCROW DEPOSIT

The Village requires that any applicant for development review deposit with the Finance Director a certain sum to establish a draw account, from which sums necessary to meet the applicant's

obligation to reimburse the Village for actual fees and expenses incurred by the Village for engineering, legal, planning, or other consultant services related to review of the application. Consult the Village Clerk concerning the current schedule of the amount due for such deposit.