

# VILLAGE OF HAMPSHIRE

## APPLICATION FOR DEVELOPMENT REVIEW

### CHECKLIST

#### Procedures and Deadlines

1. Petitioner will file all documents and requests with the Village Clerk's office at 234 South State Street, Hampshire, to initiate the development procedure.
2. Petitioners must submit complete applications at least 45 days before the first meeting of any advisory group or the Board of Trustees to allow for staff review and consultation. The Village reserves the right to decline to schedule a Petitioner for any scheduled meeting if the deadline is not met, the application is not complete, or the required fees and deposits have not been 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 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month; the Zoning Board of Appeals meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month.
6. Petitions will be forwarded to the Board of Trustees following recommendation by the appropriate advisory group. The Village Board meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of the month.

#### **Village Contacts:**

Jeffrey R. Magnussen / Village President	847-683-2181
Toby Koth, Planning / Zoning Administrator	847-683-2181
Martin Ebert / Chair - Water/Sewer Committee	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.

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, or other entity, 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, with an escrow deposit, upon the filing of your application, and in accordance with then-current Village policy and escrow deposit schedule regarding same. See p. 12.

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 Village Code.

## **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, including applications for special use and amendments to the zoning regulations. 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 application rests with the Village Board. The Village Board may accept, reject or modify the recommendation(s) of the Village advisory groups (Plan Commission; Zoning Board of Appeals). Action by the Village Board of Trustees is final.

**LAND DEVELOPMENT APPLICATION**

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**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 \* / Annexation Agreement
  - 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.

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## PART II. PROPERTY INFORMATION

ADDRESS OF PROPERTY: \_\_\_\_\_

NAME OF PROPOSED DEVELOPMENT: \_\_\_\_\_

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: \_\_\_\_\_

**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 (1 copy – if required)

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

\* \* \*

**VILLAGE 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 APPLICATION FOR DEVELOPMENT REVIEW, with the Village, requesting the following action(s):

\_\_\_\_\_

\_\_\_\_\_

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 thereto.

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 to secure his obligation to reimburse the Village for such fees, and hereby does acknowledge that he is required to periodically replenish the escrow account established with such deposit, as needed, 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**

Village of Hampshire

By: \_\_\_\_\_

*This form must be executed and accompany all Applications for Development Review – 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 2<sup>nd</sup> and 4<sup>th</sup> 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 2<sup>nd</sup> and 4<sup>th</sup> 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	SITE PLAN REVIEW	ANNEXATION	SUBDIVISION - FINAL	SPECIAL USE PERMIT	ZONING TEXT AMENDMENT	RE-ZONING	COMP. PLAN AMENDMENT
Application	X	X						
Application Fee & Deposit	X	X						
Proof of Ownership			X	X				
Legal Description - Plat of Survey								
Certified Mailing Receipts and List of Property Owners				X				
Tree Preservation and Removal Plan								
Site Analysis				X				
Site Plan/Preliminary Plan		X					X	
Landscape Plan		X						
Preliminary Plan								
Architectural Elevations		X						
Final Plat of Sub.					X			
Final Engineering Plans					X			
Petition for Annexation								X
Annexation Agreement								X
Plat of Annexation								X
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  
FOR NOTIFICATION PURPOSES**

\* \* \*

**NOTE:** *Every applicant for i) re-zoning, ii) special use or iii) planned unit development is required to notify adjoining and nearby property owners of his/her intent to develop property in the Village of Hampshire. Applicants should provide such property owners with a brief description of the proposed development and a copy of the development plan to help such Owners better understand what is being proposed in their neighborhood.*

*Send this form of letter on Applicant's letterhead, and file the Affidavit of Notification – next page – with the Village Clerk)*

**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 Clerk  
Village of Hampshire  
234 S. State Street  
PO Box 457  
Hampshire, IL 60140-0457

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 i) re-zone from \_\_\_\_\_ to \_\_\_\_\_, or ii) for a Special Use Permit for \_\_\_\_\_, or iii) for a Planned Development and, further that all persons owning property which is adjacent to or contiguous to the property referred to in the petition for (re-zoning, 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional pages as needed to show all applicable PINs and Addresses.

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

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.

**--- Deposit is due when filing the Application for Development Review ---**