

VILLAGE OF HAMPSHIRE

APPLICATION FOR CONCEPT PLAN, PRELIMINARY PLAN, ANNEXATION OR ZONING REVIEW -- CHECKLIST

Procedures and Deadlines:

1. Petitioner will file all documents and requests with the Village Clerk's office to initiate the development procedure.
2. Petitioner must submit a complete applications not less than forty-five (45) days before the initial meeting of any Village advisory body, to allow for staff review and consultation. The Village reserves the right to remove a Petitioner from the agenda 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. Petitioner will be scheduled by the Village to have submittals reviewed by Village personnel and consultants, as necessary, and to be listed on the appropriate meeting agenda(s) upon fulfillment of submittal requirements for each. All 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.
6. The Zoning Board of Appeals meets on the 2nd and 4th Tuesday of the month.
- 7.. Petitions will be forwarded to the Village Board following recommendation from the appropriate advisory body. The Village Board meets on the 1st and 3rd Thursdays of the month.

Village Contacts:

Jeffrey R. Magnussen / Village President	847-683-2181
Brad Sanderson, P.E./ Engineering Enterprises, Inc.	630-466-9350
Mark Schuster / Village Attorney	847-742-8800
Linda Vasquez / Village Clerk	847-683-2181 Ext. 0
Lori Lyons / Village Finance Director	847-683-2181 Ext. 25

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

The Village and its consultants will review each development application and any supporting information within their respective area of expertise. This review is meant to identify initial issues pertaining to the development application that should be addressed by the Petitioner's subsequent submittals.

After Petitioner has submitted an application, Petitioner will receive notification of meeting dates for Village review (if applicable), and for required public meetings thereafter. If a public hearing is required in connection with the application, the Village will publish the required notice (at the Petitioner's cost). Petitioner is responsible for posting an appropriate notice on the premises, and may be required to mail notice (certified mail, return receipt requested) to nearby property owners.

Fees for any time spent by Village consultants reviewing your application will be deducted from the Development Deposit which must accompany the filing of your application.

The Village and its consultants are concerned with obtaining compliance with all the Village's technical requirements and 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 in relation to the Comprehensive Plan. The Plan Commission relies upon the initial Village review, review by the Village consultants, the information provided by the applicant, and the input of the public, in determining its recommendation on each development or zoning application. The Plan Commission also reviews applications for text amendments and for special uses to make recommendations to the Zoning Board of Appeals. 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 on each request to amend the zoning regulations, or to change the zoning classification of any parcel or parcels of land in the Village. The Zoning Board of Appeals also makes recommendations regarding applications for special use, or for variances. The Zoning Board of Appeals relies upon the information provided by the applicant, input from Village consultants, and input from the public in making its recommendations. It is the applicant's responsibility to demonstrate that the criteria for approving a change in the Zoning Regulations, or a change in the classification of any particular parcel, a special use, or a variance, 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 recommendations, as provided in the Hampshire Subdivision Ordinance and in the Zoning Ordinance.

The Village Board's action is final.

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
- Variance
- Concept Plan
- Preliminary Plan
- Final Plan
- 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, 65 ILCS 5/7-8-1 et seq. to this Application.

Land Development Application

PART II. PROPERTY INFORMATION

ADDRESS OF PROPERTY: _____

PARCEL INDEX NUMBER(S): _____

AREA OF PARCEL (ACRES): _____

LEGAL DESCRIPTION: A 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 / VARIANCE: _____

RECOMMENDED LAND USE: _____

(As described in the Hampshire Comprehensive Plan)

PROPOSED LAND USE: _____

NAME OF PROPOSED DEVELOPMENT: _____

PART III. REQUIRED DOCUMENTATION

- Two signed copies of the Land Development Application.
- Application Fee (Amount) \$_____ and Deposit (Amount) \$_____
- Proof of Ownership or Option (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)
- Annexation Agreement (6 signed copies)
- Plat of Annexation (6 copies)
- Fiscal Impact Study (If required by Staff- 6 copies)
- Traffic Impact Analysis (If required by Staff- 6 copies)
- Soil Conservation District Land Use Opinion (1 copy)
- 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.

Signature of Applicant

Date

EXHIBIT A

**Developer's Agreement with Respect To
Land Development Fees and Deposits**

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

(type of action(s) requested)

and further, acknowledges that the Village Code requires that he/she reimburse the Village for all professional fees incurred for engineering, legal, consultant and other outside services in regard to this application and all other matters related to the proposed development or zoning request.

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

The Developer also is required to, and hereby does, submit a deposit, to be held by the Village to secure reimbursement of such fees, in accordance with the current schedule of deposits required by the Village for the type of land use action requested. Said deposit shall be held as security for payment of such fees, and will be applied by the Village to payment of such fees upon default by Developer. Any balance remaining, after payment of all such fees, including reasonable attorney fees and court costs incurred by the Village in discussing, negotiating, or enforcing the terms of this Agreement, shall be returned to Developer.

Any interest earned on funds on deposit shall accrue to the Village.

Date

Developer

RECEIPT OF INITIAL FEE DEPOSIT ACKNOWLEDGED BY VILLAGE CLERK

\$ _____
Amount

VILLAGE CLERK

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

Village of Hampshire

HEARING SCHEDULE

VILLAGE REVIEW

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

The Village Board of Trustees meets two times each month, generally on the 1st and 3rd Thursdays. The current schedule of meetings is available from the Village Clerk. .

PLAN COMMISSION SCHEDULE

The Plan Commission meets on the 2nd and 4th Mondays of the month at 7:00 p.m. at Village Hall. All **complete** Plan Commission submittals must be received not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals and reschedule Plan Commission items accordingly.

ZONING BOARD OF APPEALS SCHEDULE:

The Zoning Board of Appeals meets on the 2nd and 4th Tuesdays of the month at 7:00 p.m. at Village Hall. All complete submittals to the Zoning Board of Appeals must be received not less than **10 days in advance** of the scheduled meeting. The Village reserves the right to reject incomplete submittals and reschedule Plan Commission items accordingly.

REQUIRED DOCUMENTATION FOR DEVELOPMENT PETITIONS

	CONCEPT PLAN	SITE PLAN REVIEW	ANNEXATION	SUBDIVISION – PRELIMINARY	SUBDIVISION – FINAL	SPECIAL USE PERMIT	ZONING TEXT AMENDMENT	RE-ZONING	VARIANCE
Application	X	X							
Application Fee & Deposit									
Proof of Ownership			X	X		X		X	X
Legal Description - Plat of Survey									
Certified Mailing Receipts and List of Property Owners				X					
Tree Preservation and Removal Plan				X					
Site Analysis				X					
Site Plan/Preliminary Plan				X		X		X	X
Landscape Plan				X		X			
Preliminary Plan				X		X			
Architectural Elevations				X		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			X						
*Fiscal Impact Study									X
*Traffic Impact Analysis									
*Dept. of Conservation Report									

* If Required by Staff

DO NOT RETURN THS TO THE VILLAGE - FOR YOUR USE IN DRAFTING LETTERS

Every applicant for rezoning, special use and 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)

EXAMPLE OF 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 p.m.

Sincerely,

(Applicant)

VILLAGE OF HAMPSHIRE
AFFIDAVIT OF NOTIFICATION
FOR REZONING, 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 (250') feet of the property referred to in the Petition _____, and further, that all persons owning property which is contiguous to the property described in said Petition have been notified of the intent of the Petitioner(s).

The property is located at _____.

A legal description of the property is attached hereto.

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

NOTIFY BY CERTIFIED MAIL- COPIES

Attached additional sheets, if necessary.

By: _____

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

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 and Standard Specifications
- Stormwater Ordinance
- Soil Erosion and Sediment Control Ordinance
- Floodplain Ordinance

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

SECTION I – OBLIGATION OF APPLICANT

It is the obligation of the Developer or Owner to pay all administrative, professional consulting and public hearing expenses, including court reporter fees, incurred by the Village in processing and acting upon petitions or requests for land development or expansion. The deposit for those fees and expenses as hereinafter set forth is intended to insure to the Village that adequate funds will be available to the Village to pay those fees and expenses, but the deposit required is based upon an estimate only of what those fees may be and by making the deposit the applicant is not relieved of the obligation to pay those fees in full if in fact those fees and expenses exceed the deposit amount.

SECTION II – DEPOSIT FOR FEES AND EXPENSES TO BE PAID TO THE VILLAGE FOR CONSIDERATION OF ZONING SUBDIVISION AND/OR ANNEXATION AGREEMENT PETITIONS

SECTION 2.01 ZONING REQUEST

At the time an application for a zoning change is presented to the Village and prior to any action thereon, funds shall be deposited with the Village of Hampshire in accordance with the following schedule:

- a) Variations to the Zoning Ordinance- \$500.00

In case of a variation requested for a single lot platted before this ordinance was adopted, the \$500.00 deposit will be the maximum paid by the lot owner notwithstanding the provisions contained in Section 5 of this ordinance.

- b) Appeal of a Decision of the Zoning Administrator \$500.00

In case of an appeal of a decision of the Zoning Administrator for a single lot platted before this ordinance was adopted, the \$500.00 deposit will be the maximum paid by the lot owner notwithstanding the provisions in Section 5 of this ordinance.

- c) Rezoning or Zoning Amendment- \$1,000.00
- d) Special Use Permit (not as part of Planned Unit Development) - \$1,000.00
- e) Special Use/Planned Unit Development - \$1,000.00

SECTION 2.02 SUBDIVISION PLATS

At the time a request to subdivide or re-subdivide lands is presented to the Village, and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule which relates to the size of the proposed subdivision or re-subdivision:

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) - \$5,000.00.
- d) In excess of thirty-five (35) acres - \$10,000.00.

If a Subdivision Plat requires a zoning amendment, variation, special use permit pursuant to the provisions of the Hampshire Zoning Ordinance, the sum deposited shall be in accordance with this Section rather than the provisions contained within Section 2.01.

SECTION 2.03 ANNEXATION; ANNEXATION AGREEMENTS

At the time a request for annexation or annexation agreement is presented to the Village and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule relating to the size of the proposed annexation:

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

If petition for annexation or annexation agreement requires a zoning amendment, variation, special use permit pursuant to the provisions of the Hampshire Zoning Ordinance, the sum deposited shall be in accordance with Section 2.01. However, the deposit provisions of this Section 2.03 shall be applied to a petition which requires a zoning amendment, variation, special permit or planned unit development zoning when the deposit would exceed \$1,000.00 pursuant to the deposit calculations in the Section.

SECTION 2.04 SUBDIVISION AND ANNEXATION

If an application is presented to the Village for both annexation and subdivision, then in lieu of the fee schedule in Section 2.03 above, and at the time such application is presented to the Village and prior to any action thereon, funds shall be deposited with the Village in accordance with the following schedule relating to the size of the land to be annexed and subdivide, or annexed and proposed for a planned unit development.

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

SECTION 2.05 SITE DEVELOPMENT

At the time of application for Site Plan approval and prior to any action thereon, funds shall be deposited with the Village of Hampshire in accordance with the following schedule:

- a) One (1) acre or any fraction thereof- \$1,000.00.
- b) In excess of one (1) acre but not over ten (10) acres \$2,500.00.
- c) In excess of ten (10) acres but not over thirty-five (35) acres- \$5,000.00.
- d) In excess of thirty-five (35) acres- \$10,000.00.

SECTION 2.06 ADMINISTRATIVE FEE

The developer shall pay an administrative fee to the Village of ten (10) dollars per invoice.

SECTION 2.07 ADDITIONAL COSTS

The Developer shall pay all publication expenses and public hearing expenses, including court reporter fees.

SECTION 2.08 DEPOSIT AMOUNTS

The deposit amounts set forth herein shall be deposited in an escrow account maintained by the Village Treasurer. Interest on the account shall accrue to the Village of Hampshire.

SECTION 3 - INSPECTION AT DEVELOPER’S EXPENSE

- A. All public and private improvements proposed to be constructed shall be inspected during the course of construction by the Village Engineer or a duly designated deputy.
- B. During the course of construction of the improvements, the Developer shall be required to notify the Village Engineer forty-eight (48) hours before the inspection of all utilities.
- C. The Developer shall pay the cost of all inspection and testing services, in accord with a the schedule of fees established from time to time, based on current rates and standard engineering practice.

SECTION 4 - AGREEMENT TO PAY VILLAGE FEES IN FULL

Developers shall execute and file with the Village Clerk the “Developer’s Agreement with Respect to Land Development Fees and Deposits.”

SECTION 5 - AGREEMENT TO PAY EXPENSES

Invoices for professional services received on behalf of the applicant shall be submitted to the applicant on a timely basis and paid within 20 days of the date thereof.

SECTION 6 - OTHER FEES

This ordinance does not affect the amount of nor the manner of payment of other Village fees, such as building permit fees, connection fees, and the like.

SECTION 9 - BUILDING PERMITS

In the event that any invoices are then outstanding and unpaid, any request for a building permit shall not be acted upon, and no building permit shall be issued, until payment has been received by the Village.