



Village of Spring Grove

Zoning Procedures

INTRODUCTION

The following instructions are presented to help you in preparing your petition (also referred to as “application”) in the most complete form possible for presentation at a public hearing before the Planning and Zoning Commission. Failure to supply the required information or consult with village staff may result in unnecessary delays.

In preparing the petition, the applicant should consult with the Village’s Zoning Ordinance to ensure conformity with intent and compliance with all regulatory requirements. Questions regarding these documents or any requirements contained therein should be directed to the Village Clerk or Building and Zoning Officer.

Requests follow a three-step process that first requires staff review and recommendation of the petition, followed by a Planning and Zoning Commission public hearing and recommendation, and ultimately the Village Board of Trustees decision. This process generally takes 45 to 90 days to complete. Please allow yourself ample time prior to construction or business opening to begin the application process.

This packet contains a description and schedule of fees, description of the zoning process and procedural checklist. The application form, supplemental standard forms and Reimbursement of Fees Agreement are available from village staff or can be downloaded separately.

This packet is intended to assist a petitioner, is for **information purposes only**, and may not contain all requirements of the Zoning Ordinance for a particular action. This is particularly true for requests for special use, which may have additional application and submittal requirements. Failure to comply with such requirements may result in delays, invalidation, or denial of specific requests. Overall, it is the petitioner’s responsibility to ensure the accuracy and sufficiency of the application.

If you have any questions, please contact the Village Clerk at 815-675-2121 or info@springgrovevillage.com.

Fee Schedule

A non-refundable filing fee, sign fee and retained personnel fee are required upon application for any zoning hearing based on the following schedule:

<u>Development Action</u>	Filing Fee	Retained Personnel Fee*
Zoning Amendments & Special Use Permits <ul style="list-style-type: none"> • First 2 Acres • Each additional acre or part thereof 	\$400.00 \$ 20.00	\$1,000.00
Variance	\$400.00	\$1,000.00
Variance – Owner Occupied Residential Minor	\$275.00	\$ 600.00
Temporary Use Permits	\$ 50.00	
Sign Fee <ul style="list-style-type: none"> • Deposit Fee, if applicable 	\$ 15.00 \$100.00	

Note: **The petitioner is required to pay the Village for any and all administrative expenses, special meetings, costs, and any and all fees, salaries or compensations incurred by the Village or charged to the Village by retained personnel for work in connection with the process of the application as provided in Chapter 17, Annexations and Retained Personnel, of the Municipal Code Book. Petitioner shall be fully responsible for all retained personnel costs of the Village. A deposit toward the costs of any Retained Personnel necessary for the processing of the application, such as consulting engineering services, consulting planning services, legal services or court reporter services shall also be paid. Personnel expenses that are in excess of the initial deposit will be billed to the petitioner. Any portion of the deposit not needed to pay such expense shall be refunded without interest to the petitioner within 60 days of final action on the application.*

Reimbursement of Fees Agreement. A signed agreement consenting to reimburse the Village for out of pocket expenses (i.e. professional services such as legal, planning or engineering) incurred in processing the application is required at time of submittal.

Zoning Process

A public hearing must be held by the Planning and Zoning Commission on any zoning request. The Commission is a group of citizens who make recommendations to the Village Board on zoning-related matters. The Commission meets in the Village of Spring Grove Municipal Centre located at 7401 Meyer Road. All meetings begin promptly at 6:00 p.m. in the Council Chambers on the first and third Wednesdays as needed.

When village staff receives your application and required originals, they will check the materials for completeness. If complete, the applicant will then be required to submit the required number of copies. The request will be scheduled for the next available Planning and Zoning Commission agenda. You will be notified of this date as soon as it is determined.

Legal Notice. The petitioner is required to have a legal notice published for one day in the Northwest Herald, not more than thirty (30) nor less than fifteen (15) days prior to the Planning and Zoning Commission public hearing date (do not count the date of the hearing). The notice should be submitted to the Village Clerk for approval prior to submitting the notice to the newspaper. A Legal Notice template has been provided to serve as a guide. The notice must be delivered to the newspaper classified department several business days prior to the date on which the legal notice is to be published. Due to differing deadlines, the petitioner should check with the newspaper to determine deadlines. The email address is publicnotice@nwherald.com and phone number is 815-459-4040. The Northwest Herald will send a Certificate of Publication after the legal notice is published. **The Certificate must be submitted to the Village Clerk no later than the day of the public hearing.**

Certified Letter Notification. The petitioner is required to send by First Class and Certified Mail (with return receipt) to all owners (taxpayers) of all properties that are adjoining the subject property, excluding right-of-ways the following information:

- Legal Notice
- Map showing the approximate location of the subject property and all surrounding properties within ½ mile of the subject property

Names and addresses of surrounding property owners can be obtained from 1) McHenry County GIS, available at <http://www.mchenrycountygis.org/Athena/>; or 2) the McHenry County Assessor's Office, 667 Ware Road, Woodstock, IL 60098, (815) 334-4290. If you have never used the McHenry County Assessor's Office, they are very helpful. All you need is your PIN (Property Identification Number) or tax number taken directly off of your tax bill. They will show you how to use the maps and the computer in this office.

Multi-Tenants. If the petitioner is the owner of a property with multiple tenants, notice shall be provided to all tenants of the petitioner upon or adjacent to the subject property.

A list of these owners is required with the petition, and must be approved by the Village Clerk prior to mailing. The list should include the tax parcel index number, property address, and the taxpayer name and address for each property. A Letter to Contiguous Property Owners template has been provided to serve as a guide. The return receipts must be submitted to the Village Clerk no later than the date of the public hearing.

Sign Posting. The petitioner is required to post a public hearing notice sign on the subject property so that is clearly visible from a public street and within 10 feet of the property line nearest to a public street. Properties with more than one frontage are required to post more than one sign. The posting of the public notice sign(s) must be done no more than thirty (30) nor less than fifteen (15) days prior to the scheduled Planning and Zoning Commission hearing (do not count the date of the hearing). The sign must remain in place until the public hearing is concluded, and should be removed immediately thereafter. The sign(s) are provided by the Village Clerk.

Signed and Notarized Affidavit. A signed and notarized affidavit verifying that the legal notice has been mailed to property owners and the “Public Notice” sign (s) has been posted must be submitted to the Village Clerk no later than the day of the public hearing. An Affidavit template has been provided to serve as a guide.

Public Hearing. At the public hearing, the Chairman of the Planning and Zoning Commission will ask you to be sworn in and describe your request. Any other individuals that desire to speak will also be sworn in and allowed to testify. After your presentation, the chairman will allow others to speak. Any person appearing at the hearing shall also have the right of reasonable cross-examination and the scope of the cross-examination shall be determined by the Chairperson of the Planning and Zoning Commission in consultation with the Village Attorney. After all interested parties have spoken; the chairman will call for a motion and vote on the matter. The recommendation and findings of fact will then be forwarded to the Village Board for consideration. For more information on the public hearing see the Public Hearing Requirements and Procedures handout.

Village Board Meeting. The Village Clerk will notify you at the public hearing or shortly thereafter the date your application along with the commission’s recommendation will be heard before the Village Board. All meetings begin promptly at 6:00 p.m. in the Council Chambers on the first and third Tuesdays. The Village Clerk will prepare the ordinance with the commission’s recommendation, including any conditions imposed. The ordinance will be reviewed by the Village’s attorney before being presented to the Village Board. If the Village Board approves the requested action, an ordinance is enacted and approved including any conditions. A copy of the approved ordinance will be sent to the applicant.

Petitioner's Checklist – Required Application Material

One copy of each of the following is required. Additional copies of some documents will be required after it has been reviewed by Village Staff for completeness.

PLEASE – NO ROLLED PLAN SETS. All large plans over 8 ½ x 11” must be folded.

- Application Form - original signatures required.
- Plat of Survey - signed by Registered Illinois Profession Land Surveyor and sealed)
- Application, Sign and Retained Personal Fees – one check can be written for all fees made payable to the “Village of Spring Grove”
- Reimbursement of Fees Agreement – original signatures required
- Legal Notice of Public Hearing
- Letter to contiguous property owners
- List of all Contiguous Property Owners (excluding rights-of-way) – list name, address and PIN #
- Project Drawings – full size paper plans (folded into 8 ½ x 11) and one pdf
 - Site Plan including all site improvements and drawn to scale.
 - Engineering Plans, if applicable
 - Floor Plan, if applicable
 - Building Elevations, if applicable
 - All existing and proposed screening and landscaping, if applicable
- Special Use Permits** – The application for a special use permit shall include but is not limited to the following:
 - Map of the proposed site and the surrounding area within 100 feet of the site.
 - Location and name of all streets;
 - Location of all easements and rights-of-way; and
 - Location of any and all residences or other permanent structures
 - If applicable, any additional information requested in those appendices covering individual special uses and other relevant review information
 - Any other information or documentation deemed appropriate by the PZC Chairperson