



**VILLAGE OF WILLOW SPRINGS  
ONE VILLAGE CIRCLE, WILLOW SPRINGS, ILLINOIS  
PLANNING AND ZONING COMMISSION**

**APPLICATION FOR  
ZONING APPROVAL**

**OCTOBER 2019**

## APPLICATION FOR ZONING APPROVAL

This application is used to request zoning approval from the Village when consideration by the Willow Springs Planning and Zoning Commission is required. This application packet is available on the Village's website at [www.willowsprings-il.gov](http://www.willowsprings-il.gov). Questions may be directed to Village Hall at (708) 467-3700.

### **DEVELOPMENT / ZONING REVIEW PROCESS**

1. Prior to submittal of an application for Zoning Approval, please contact Village Hall at (708) 467-3700 to determine whether a pre-application submittal meeting is required. Please also review the Village of Willow Springs Zoning Code, available at [www.willowsprings-il.gov](http://www.willowsprings-il.gov) to understand the Village's various development regulations.
2. Submit a completed application including all materials and fees as required by this application and the Willow Springs Village Code. **SUBMITTALS WILL NOT BE ACCEPTED AND/OR PROCESSED UNTIL ALL OF THE SUBMITTAL REQUIREMENTS ARE MET.** The following information must be included with your completed application:
  - a. Plat of survey (10 copies)
  - b. Project site plan (10 copies)
  - c. Legal description for subject property (10 copies)
  - d. Application fee (see Exhibit 7)
  - e. If required, a deposit of \$2,000 which is refundable minus actual expenses of the Village in connection with the application.
  - f. Other information required in writing by this application or the Village Administrator or Building Commission.
3. Once a completed application is submitted, the Village will forward it to all Village Departments for review and comment. The Village will send its review comments to the primary contact person identified in the Application for Zoning Approval (see application section III). Comments may necessitate revisions to plans or the application prior to scheduling the project for a hearing or meeting with the Planning and Zoning Commission or Village Board.
4. Depending on the type of approval sought, the applicant may have to notify the public before a hearing of the Planning and Zoning Commission or Village Board. Village staff will inform the applicant of applicable notice requirements after reviewing the completed application.
5. Following a public hearing and recommendation by the Planning and Zoning Commission, or as otherwise necessary, the project will be scheduled for Village Board consideration. Projects will not be included on the Village Board agenda until Village staff has determined that all plans are in technical compliance with all Village codes, rules, and policies, as amended.



# Village of Willow Springs Application for Zoning Approval

DOCKET # _____
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Development Name \_\_\_\_\_

Address of Subject Property \_\_\_\_\_

Parcel Identification Number (P.I.N.) \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

### I. APPLICANT

Name		
Address		
City	State	Zip
Phone	Email Address	

### II. PROPERTY OWNER

Name <input type="checkbox"/> Same As Applicant		
Address		
City	State	Zip
Phone	Email Address	

### III. PRIMARY CONTACT

Name <input type="checkbox"/> Same As Applicant	
Phone	Email Address
Relationship to Applicant	

### IV. OTHER STAFF

1. Name	
Relationship to Applicant	
Phone	Email Address
2. Name	
Relationship to Applicant	
Phone	Email Address

**V. PROPOSED DEVELOPMENT / REQUEST**  
 (Check all that apply and provide written responses to corresponding exhibits on a separate sheet)

<input type="checkbox"/> <b>Special Use</b> (Granting or Amending) (Complete Exhibit 1)	<input type="checkbox"/> <b>Zoning Variance</b> (Complete Exhibit 2)
<input type="checkbox"/> <b>Rezoning / Map Amendment</b> (Complete Exhibit 3)	<input type="checkbox"/> <b>Text Amendment</b> (Complete Exhibit 4)
<input type="checkbox"/> <b>Planned Unit Development</b> (Complete Exhibits 1 and 5)	<input type="checkbox"/> <b>Zoning Appeal / Determination</b> (Complete Exhibit 6)
<input type="checkbox"/> <b>Subdivision</b>	<input type="checkbox"/> <b>Other</b> (Specify)

Dimensions of Property _____	Total Acreage _____
Description of Proposal / Use (Use Separate Sheet if Necessary)	
_____	
_____	
_____	

Applicant's Signature

I, \_\_\_\_\_ (applicant's printed name and title), being first duly sworn, declare that: a) I am duly authorized to make this application for Zoning Approval (Application) on behalf of the Applicant; b) I have reviewed and understand this application and the Village of Willow Springs Municipal Code, available to me at [www.willowsprings-il.gov](http://www.willowsprings-il.gov); c) all information submitted with this application is, to the best of my knowledge, true and accurate; and d) I have reviewed the Village of Willow Springs Municipal Code Title 9A and understand and agree that I am responsible for paying the Village's costs incurred in the processing of this application, I understand and agree that prior to the Village processing my application, I shall pay the amount invoiced by the Village to cover the estimated cost of processing the application (Invoiced Amount), I understand and agree that I shall reimburse the Village for actual costs upon the Village's request, any supplemental invoice provided by the Village and intended to cover the Village's costs in processing this application, and I understand and agree that failure to provide timely payment shall provide the Village ground to cease processing the Application, future denial of building permits, payment plans, issuance of vehicle stickers and all other remedies available to the Village at law or in equity.

\_\_\_\_\_  
 Signature of Applicant or Authorized Agent \_\_\_\_\_  
 Date

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

(SEAL)

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

OWNER'S AUTHORIZATION LETTER

I/we hereby certify that I/we am/are the owner(s) of the subject property described in this application, I/we am/are respectfully requesting processing and approval of the request(s) referenced in this application. I/we hereby, authorize the applicant listed in this application to act on my/our behalf during the processing and presentation of this request(s). I/we understand that we are jointly and severally liable for any fees and costs incurred by the Village while processing this Application as provided in the Village Code of the Village of Willow Springs.

\_\_\_\_\_  
Printed Name of 1<sup>st</sup> Owner or Authorized Agent

\_\_\_\_\_  
Signature of 1<sup>st</sup> Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of 2<sup>nd</sup> Owner or Authorized Agent

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Owner or Authorized Agent

\_\_\_\_\_  
Date

Subscribed and Sworn to before me this \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

(SEAL)

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

## REQUIRED EXHIBITS

On a separate sheet of paper, please provide written responses to the exhibits corresponding to your proposed development / request (See Section V, proposed Development, for required exhibit submittals.)

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### **EXHIBIT 1: Special Use Standards**

Every Applicant seeking special use approval shall address the following standards in writing:

- a. Whether the establishment, maintenance, and operation of the special use will be detrimental to or endanger the public health, general welfare, safety, morals or comfort.
- b. Whether the special use will be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or substantially diminish and impair property values within the neighborhood.
- c. Whether the establishment of the special use will impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- d. Whether adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided.
- e. Whether adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.
- f. Whether the special use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified by the President and Board of Trustees pursuant to the recommendations of the Planning and Zoning Commission, or as allowed for planned developments.

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### **EXHIBIT 2: Zoning Variance Standards**

Every applicant seeking zoning variance approval shall address the following standards in writing:

- a. Whether the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;
- b. Whether the variation, if granted, will not alter the essential character of the locality; and
- c. Whether the plight of the owner is due to unique circumstances.

Applicant(s) shall also provide written responses to the following standards:

- a. The particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner as distinguished from a mere inconvenience if the strict letter of the regulations were to be carried out.
- b. The conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;

- c. The purpose of the variation is not based exclusively upon a desire to make more money out of the property;
- d. The alleged difficulty or hardship had not been created by any person presently having an interest in the property;
- e. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or
- f. The proposed variation will not impair an adequate supply of light and air to adjacent property; or substantially increase the danger of fire, or otherwise endanger the public safety, or substantially diminish or impair property values within the neighborhood.

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### **EXHIBIT 3: Rezoning / Map Amendment Standards**

Every applicant seeking rezoning / map amendment approval shall respond to the following standards in writing:

- a. Describe the existing uses of property within the general are of the property in question.
- b. Describe the current zoning classification of the property in question and the zoning classification(s) of the surrounding properties.
- c. Describe the suitability of the property in question to the uses permitted under the existing zoning classification and whether the property for which an amendment is requested has at least fifteen thousand (15,000) square fee of area and not less than one hundred (100) linear feet of frontage on a street.
- d. Describe the trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place since the day the property in question was placed in its present zoning classification.
- e. Describe whether the proposed rezoning is in the public interest and not solely for the interest of the applicant.

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### **EXHIBIT 4: Text Amendment Standards**

Every applicant seeking text amendment approval shall explain in writing whether and why the proposed text amendment is in the public interest and not solely for the interest of the applicant.

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### **EXHIBIT 5: Planned Unit Development**

Every applicant seeking approval for a planned unit development must demonstrate through written exhibits that the PUD will be in compliance with all of the following:

- a. A planned unit development shall initially, at time of approval, be under single ownership or unified control. "Unified control" is deemed to exist once a person, or persons, have exercised control over the land subject to the proposed planned unit development, pursuant to proper authorization, whether as owner(s) or prospective purchaser(s).

- b. Public improvements will be constructed in accordance with existing ordinances and regulations of the village.
- c. The planned unit development shall not have undue negative impacts on existing or proposed transportation systems nor upon other public services or systems.
- d. The planned unit development will comply with all other codes of the Village of Willow Springs.

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**EXHIBIT 6: Planned Unit Development**

Every applicant seeking an appeal shall provide the following information in writing:

- a. The specific order, decision or determination from which an appeal is sought.
- b. The facts of the specific situation giving rise to the original order, decision, determination or failure to act and to the appeal therefrom.
- c. The precise relief sought.
- d. A statement of the applicant's position as to alleged errors in the order, decision, determination or failure to act being appealed and as to why the relief sought is justified and proper.

## EXHIBIT 7

### APPLICATION FEES

APPLICATION TYPE		FEE
1.	Appeal from Administrative Order	\$500.00
2.	Variation	\$400.00
3.	Special Use	\$750.00
4.	Planned Unit Development	\$750.00
5.	Site Plan Review	\$750.00
6.	Zoning Map Amendment	\$750.00
7.	Zoning Text Amendment	\$750.00