



CONSERVANCY / SCENIC CORRIDOR APPLICATION

The Conservancy / Scenic Corridor Commission (CSCC) has a regularly scheduled meeting (business dependent) the first (1st) Wednesday of every month, except for the month of July. The CSCC has an "As Needed" meetings the third (3rd) Wednesday of every month at 7:00 PM in the Village Hall or as otherwise posted.

APPLICANT INFORMATION	
NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	
SUBDIVISION	

PROFESSIONAL ASSISTANCE (IF ANY) PROVIDED BY	
NAME OF FIRM	
ADDRESS	
PHONE NUMBER	
EMAIL	

Area (or areas) where work is to be performed:

- Lowland Conservancy District
- Upland Conservancy District
- Wooded Conservancy District
- Scenic Corridor
- Other: _____

Quantity: _____ Size: _____

Description of work to be performed (Check all that apply):

- Remove unwanted materials.
Specify: _____
- Add prairie grass and wildflowers.
Specify by Latin name: _____
- Add trees and shrubs.
Specify by Latin Name: _____
- Other
Specify: _____

INSTRUCTIONS

1. The following items must be submitted to the Village Office at 3110 Old McHenry Road – Long Grove, unless waived by the Village Administrator.
 - Completed Application
 - Pictures of the area
 - Plat of Survey
 - Improvement Plans
 - Representative images of work to be completed (if applicable)
 - Any other attachments to the Application
 - The Application Fee - \$30

You can pay the listed application fee online at www.longgroveil.gov (or drop your check at the Village Hall). If paying online, include a copy of the paid receipt with your application.
2. Work shall not be commenced until approval has been received from the Village.
3. Grasses, flowers, trees, shrubs, and other materials to be used in the project must be selected from the approved lists, attached to the application.

NOTE: That the Latin names of trees, plants, and other materials must be shown on the lists, drawing and attachments submitted with the Application.
4. If work is to be performed in common areas of a subdivision, the Application must be submitted by the person(s) with responsibility and authorization to approve the work for those areas.
5. Property owners are advised to inform neighbors of the work to be performed in private areas that abut or are near other properties.
6. Members of the Conservancy / Scenic Corridor Committee (CSCC) or the Village offices are available to answer questions or provide assistance in completion of the application.

APPLICATION PROCESS

1. Completed Applications are forwarded to the Conservancy / Scenic Corridor Committee (CSCC) by the Village Officials. One or more members of the Committee will contact the Applicant or his/her contact within a few days following receipt of the Application and arrangements will be made to visit the property and discuss the work to be performed.
2. The Application will then be discussed at a Committee meeting and a recommendation of approval or disapproval will be forwarded to the Village Board where action will be taken.
3. The Applicant will be notified of approval or disapproval following the vote of the Board.
4. Applicants are not required to attend the meetings of either the Committee or the Board; but are welcome to do so if they wish.
5. Although the Committee and Village Board will make every effort to expedite the application process, approval may take several weeks. The actual time needed for consideration will depend upon the timing of the Application and may be delayed if there are unusual circumstances involved in the project. Questions regarding the schedule of Committee and Board Meetings should be addressed to the Village Office or any Conservancy / Scenic Corridor Committee (CSCC) member.

I understand that as a Conservancy / Scenic Corridor Applicant, I shall be responsible for all professional fees incurred by the Village in connection with said request, including, but not limited to, engineering fees, attorney fees, and planning fees. By signing this application, I agree to be liable for such costs and agree to the filing and foreclosure of a lien against the Subject Property for all such costs plus all expenses relating to collection, if such costs are not paid within thirty (30) days after mailing of a demand for payment. Furthermore, this application shall not be forwarded to the Village Board until the Village Manager verifies that the above-described fees have been paid in full.

Name of Applicant

Signature of Applicant

ADMINISTRATIVE INFORMATION (TO BE COMPLETED BY LONG GROVE VILLAGE OFFICIALS)

Application submitted by: _____

Application #: _____

Date of Application Filing: _____

Application Fee (\$30) Paid: Yes No

Date: _____

Conservancy Verified by: _____

Date: _____

Date forwarded to CSCC: _____

RECORD OF CSCC ACTIVITY (TO BE COMPLETED BY THE CSCC)

Date Received: _____

Application assigned to: Primary: _____

Secondary: _____

Record of Contact with Applicant and others: _____

Committee Recommendation: Approve Disapprove Date: _____

Date Forwarded to Board: _____

Board Direction: Approve Disapprove

Date: _____

Date Notification Letter sent to Applicant: _____