



## PLANNING AND ZONING COMMISSION APPLICATION PLANNED UNIT DEVELOPMENT

### TYPICAL PLAN COMMISSION AND ZONING BOARD OF APPEALS PROCESS

#### Meeting Schedule

The Plan Commission and Zoning Board of Appeals (PCZBA) consists of seven members who act as a recommending body to the Village Board. The PCZBA focuses on development, plan review, and recommendations for zoning changes. The Plan Commission & Zoning Board of Appeals meets on the first Tuesday of the month to consider zoning related matters, and optional third Tuesday to consider non-zoning related matters as required. Meetings are held at 7:00 P.M. at Long Grove Village Hall unless otherwise noticed or posted.

#### Preliminary Conference

Prior to filling out this form you must first meet with a representative of Community Development to discuss the proposal and determine the necessary process for approval. A concept plan consisting of measurable sketches with a scale/ruler, existing and proposed site data, and site photo(s) should be available for review by a planner. To schedule a preliminary conference contact Community Development at (847) 949-3282. The petition must be complete with all attachments. Applications and fees can be mailed to Community Development, 300 Plaza Circle, Mundelein, Illinois 60060. Community Development staff will review the application and may request additional materials prior to acceptance.

#### Petition Submittal

Submit (1) legible copy, no larger than 11" x 17" of the draft petition to Community Development. The petition must be complete with all attachments and payment. Petitions may be dropped off or mailed to Community Development, 300 Plaza Circle, Mundelein, IL 60060.

#### Internal Department Review

After Community Development accepts the Draft Petition, Community Development Division will review the proposal and provide comments. Upon review, staff will provide feedback to the petitioner, if applicable. If it is determined that the documents are in compliance with Village codes, a Plan Commission and Zoning Board of Appeals hearing will be scheduled. If changes are required, the petitioner shall resubmit revised plans for another departmental review, which will delay the date for a public hearing.

#### Final Petition

After all issues have been adequately addressed, staff will direct the petitioner to proceed with the final petition submittal. The final petition submittal must include (2) original paper copies for Village files, petition fee, and one (1) electronic copy emailed to [longgrove@mundelein.org](mailto:longgrove@mundelein.org). The Planning and Zoning Commission shall evaluate the application, based upon the evidence presented at the public hearing, recommend approval, approval with conditions, or denial of the application, and forward its recommendation within (60) days. The Village Board shall consider the variation within (60) days of receipt of the Plan Commission and Zoning Board of Appeals recommendation.

**The initial submittal must contain:**

- Completed Application – Pages 3-10
- Current or accurate Plat of Survey or Preliminary Plat of Subdivision
  - a. (1) no larger than 11” x 17”
- Preliminary Drawings
  - a. Site Plan – indicating all site improvements, such as sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicap parking, all dimensions and project data (building area, land area, floor area ratio, coverage, parking calculations, etc.)
  - b. Preliminary Building Elevations, including height (*if applicable*)
  - c. Preliminary Floor Plan (*if applicable*)
  - d. Tree Preservation Plan (*if applicable*)
  - e. Preliminary Engineering (*if applicable*)
- Photos of the property
- Other Supporting Documentation (*if applicable*)
  - Traffic Impact Study
  - Market Study
  - \_\_\_\_\_
  - \_\_\_\_\_
- Application fee (*Additional fees may apply if additional actions are required*)

PLANNED UNIT DEVELOPMENT (PUD) FEES	
PUD Type	Fee
PUD – Single Family Residential	\$1,500
PUD – Non-Residential or Mixed-Use	
5 Acres or less	\$1,500
More than 5 acres	\$3,000

**Additional submittal requirements:**

- Affidavit of Notification and Certified Mail receipts, return receipts, and undeliverable envelopes (See Exhibit A and B. Must be submitted to Community Development prior to public hearing)

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PROPERTY INFORMATION**

Address \_\_\_\_\_

Property Index Numbers (PIN) \_\_\_\_\_

\_\_\_\_\_

Size of Property \_\_\_\_\_ (sq. ft./acres)

Size of Building Space \_\_\_\_\_ (sq. ft.)

Size of Space Utilized \_\_\_\_\_

**ZONING**

Current Zoning \_\_\_\_\_

Proposed Zoning \_\_\_\_\_

Current Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

**PETITIONER INFORMATION**

Business/Org. Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Petitioner Status:  Owner  Lessee  Contract Purchaser

**PROPERTY OWNER INFORMATION**

Business/Org. Name \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**SECTION OF ZONING ORDINANCE:** \_\_\_\_\_

**DESCRIPTION OF PROPOSED SPECIAL USE** *(Attach sheet if additional space is needed)*

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**STANDARDS FOR GRANTING A PLANNED UNIT DEVELOPMENT**

When considering the requested action, the Planning and Zoning Commission must determine that the following Findings of Fact exist. All applicants must provide a written response to each of the standards listed below. The response to each standard should thoroughly explain how the PUD being requested will meet the established criteria. **Please provide a detailed response to each of the following criteria** (*attach additional pages, if necessary*)

- A. The entire property proposed for the planned unit development shall be in single ownership or under such unified control as to ensure that the entire property will be developed as a unified whole. All owners of the property shall be included as joint applicants on all applications and all approvals shall bind all owners. The violation of any owner as to any tract shall be deemed a violation as to all owners of all tracts.
- B. The applicant shall have the burden of establishing that the subject property is of sufficient size and shape to be planned and developed as a unified whole capable of meeting the objectives for which planned unit developments may be established pursuant to this section.
- C. All covenants, deed restrictions, easements, and similar restrictions to be recorded in connection with the planned unit development shall stipulate that they may not be modified, removed, or released without the express consent of the Village Board and that they may be enforced by future landowners within the proposed development.
- D. The applicant may be required to submit a proposed development agreement as part of the planned unit development application. As part of the planned unit development approval, the Village must approve the development agreement.
- E. Any area of a planned unit development not used for structures, streets, or parking lots, shall be landscaped. The perimeter of the planned unit development shall be designed to ensure compatibility with uses surrounding the planned unit development by including uses within the planned unit development that are compatible with such surrounding uses, including setbacks, screening, or natural or man-made buffers within such perimeter.
- F. Private streets are prohibited unless expressly approved by the Village Board. If so approved, they shall meet all construction standards applicable to public streets. No such streets shall be approved except upon the condition that they shall be owned and maintained by a property owners' association meeting the requirements set forth in this section.
- G. Whenever the Village Board determines that development of a planned unit development will create a need for land for public purposes of the Village within the proposed planned unit development, the Village Board may require that such land be designated and dedicated to the

- Village for such use. In addition, the Village Board may require evidence that all requirements of Village ordinances pertaining to the dedication of land or the contribution of cash in connection with subdivisions or developments of land have been met with respect to the proposed planned unit development.
- H. Thirty percent (30%) of the area of a residential-only planned unit development is required to be set aside and maintained as common open space. This thirty percent (30%) shall be calculated based on the net area of the site, which is the total area of a site available for development, excluding street rights-of-way and other publicly dedicated improvements. excluding public rights-of-way. The location of common open space shall be consistent with its intended function as set forth in the application and planned unit development plans. No such open space shall be used for the construction of any structure or improvement except such structures and improvements as may be approved in the final plan as appropriate to the intended leisure or recreational uses for which such open space is intended.
1. The following uses shall be considered common open space:
    - a. Parks and playgrounds, including skate parks and dog parks.
    - b. Indoor or outdoor active recreation facilities, including basketball courts, ball fields, swimming pools, and tennis courts.
    - c. Jogging trails, bike trails, and fitness courses.
    - d. Nature preserves, bird sanctuaries, natural water features, and similar conservation areas.
    - e. Detention/retention ponds may be counted toward common open space but must be accessible to the public via nature trails, boardwalks, and/or perimeter walkways and they must be designed as natural water features and landscaped with native vegetation. Detention/retention ponds may only count toward twelve percent (12%) of the common open space area requirement
  2. Adequate safeguards, including recorded covenants or dedication of development rights, shall be provided to prevent the subsequent use of common open space for any use, structure, improvement, or development other than that shown on the approved final plan. The safeguards must be perpetual and must run with the land. Such safeguards may be released, but only with the express written consent of the Village Board.

3. The final plan shall include such provisions for the ownership and maintenance of such open space and improvements as are reasonably necessary to ensure their continuity, care, conservation, maintenance, and operation in accordance with predetermined standards and to ensure that remedial measures will be available to the Village if such open space or improvements are permitted to deteriorate or are not maintained in a condition consistent with the best interests of the planned unit development or the Village.
4. When the requirements of this section are to be satisfied by the ownership or maintenance of such open space or improvements by a property owners' association, such association shall meet each of the following standards:
  - a. The by-laws and rules of the association and all declarations, covenants, and restrictions to be recorded must be included as part of the final plan prior to the final plan becoming effective. Each such document shall provide that it shall not be amended in any manner that would result in it being in violation of the requirements of this chapter.
  - b. The association must be established, and all covenants and restrictions must be recorded prior to the sale or lease of any property within the area of the planned unit development designated to have the use of the proposed open space or improvements.
  - c. The association must be responsible for casualty and liability insurance, taxes, and the maintenance of the open space and improvements to be deeded to it.
  - d. Membership in the association must be mandatory for each property owner and any successive owner having a right to the use or enjoyment of such open space or improvements.
  - e. Every property owner having a right to the use or enjoyment of such open space or improvements must pay its pro rata share of the cost of the association by means of an assessment to be levied by the association that meets the requirements for becoming a lien on the property in accordance with state statutes.
  - f. The association must have the right to adjust the assessment to meet changed needs. The membership vote required to authorize such adjustment shall not be fixed at more than two-thirds (2/3) of the members voting on the issue.

- g. The Village must be given the right to enforce the declarations, covenants and restrictions.
- h. The Village must be given the right, after ten (10) days written notice to the association, to perform any maintenance or repair work that the association has neglected to perform, to assess the membership for such work and to have a lien against the property of any member for the cost of such maintenance and work. For this purpose alone, the Village shall have all the rights and powers of the association and its governing body under the agreements and declarations creating the association.
- I. Planned unit developments shall not adversely affect the natural environment of the community as a whole. Natural assets and features, such as existing trees and native vegetation, shall be protected and preserved to the greatest extent practical.
- J. The site shall be accessible to public streets that are adequate to carry the traffic that will be generated by the proposed development. The streets and driveways within the proposed development shall be adequate to serve the uses within the development. The applicant shall be responsible for the cost and installation of additional traffic controls and regulating devices that are required.
- K. The pedestrian circulation system and its related walkways shall be located to provide for separation of pedestrian and vehicular movement and for maximum pedestrian safety.
- L. All planned unit developments shall provide for underground installation of utilities, including electricity, cable, and telephone. Provisions shall be made for acceptable design and construction of storm sewer facilities and appropriate storm retention and detention devices. The construction and maintenance of all utilities, roadways, parking facilities and other site improvements shall be in accordance with the requirements of this Ordinance and other regulations of the Village.

**AFFIDAVIT OF OWNERSHIP AND AUTHORIZATION**

COUNTY OF LAKE        )  
                                      )  
STATE OF ILLINOIS    )

I, \_\_\_\_\_, under oath, state that I am  
\_\_\_\_\_ the sole                                )  
\_\_\_\_\_ an                                        ) owner of the property  
\_\_\_\_\_ an authorized officer of the    )

commonly described as (*Address*) \_\_\_\_\_ and that such property is owned by  
(*Printed Name*) \_\_\_\_\_ as of this date. As owner of the property, I do  
hereby authorize \_\_\_\_\_ (*Printed Name or Not Applicable*) to represent me in the following  
Planning and Zoning Commission/Village Board matter, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (*Action*).

\_\_\_\_\_  
Signature

Subscribed and sworn to before me  
  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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





Title/Full Corporate Name  
**REQUIRED SIGNATURES**

The undersigned states under oath that he/she/they are the **Legal Owner(s)** of record of the realty described in this Planning and Zoning Commission Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature (Owner): \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Contract Purchaser** of record of the realty described in this Planning and Zoning Commission Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature Contract Purchaser: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Lessee** of record of the realty described in this Planning and Zoning Commission Application, and the statements that he/she/they made in the foregoing application are true in substance and in fact.

Signature Lessee: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## EXHIBIT A

### NOTIFICATION REQUIREMENTS

The petitioner is required to notify all property owners and taxpayers within two hundred and fifty (250) feet of the subject property **after the Planning and Zoning Commission hearing date has been scheduled and staff has given authorization to send.** (Please see Exhibit B for sample letter). The notification must be sent USPS Certified Mail, Return Receipt Requested. Mailing labels must contain the property owner name or taxpayer name, address, and property identification number (PIN). Notification must be postmarked no more than thirty (30) days and no less than fifteen (15) days prior to the public hearing date. All certified receipts must be submitted to the Community Development Department. Petitioners can obtain property owner information from the following sources:

Lake County  
18 North County Street  
Waukegan, IL 60085  
847-377-2323

Fremont Township  
22376 West Erhart Road  
Mundelein, Illinois 60060  
847-223-2847  
Fax 847-223-2858

Libertyville Township  
359 Merrill Court  
Libertyville, Illinois 60048  
847-816-6800  
Fax 847-816-0861

Vernon Township  
3050 North Main Street  
Buffalo Grove, IL 60089  
847-634-4600  
Fax 847-634-1569

A Public Hearing Notice sign is required on the subject property and will be placed by the Village. Postings of the public notice will be done no more than thirty (30) days and no less than fifteen (15) days prior to the public hearing date.

The Village will publish the notification in the *Daily Herald*. The *Daily Herald* requires five-day lead time for publishing public notices. Therefore, in order to have the notification published no later than fifteen (15) days prior to the public hearing, we must be able to provide the necessary information twenty-one (21) days prior to the date of the hearing.

**FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE**

**PUBLIC HEARING TO BE POSTPONED**

**EXHIBIT B**

**NEIGHBOR NOTIFICATION LETTER SAMPLE**

DATE

**NOTICE  
TO ALL INTERESTED PARTIES**

The Planning and Zoning Commission will address the petition for NAME/COMPANY. (Case PZC-XX-YEAR), ADDRESS, Mundelein, concerning a petition requesting \_\_\_\_\_.

The Planning and Zoning Commission will address this petition on DATE, at TIME, at the Village Hall, 300 Plaza Circle, Mundelein, Illinois 60060.

All interested parties may attend this meeting and voice their opinions and concerns.

If you have any questions, please do not hesitate to call Community Development at (847) 949-3282, Monday through Friday, 8:00 a.m. to 5:00 p.m.

Sincerely,

**AFFIDAVIT OF NOTIFICATION**

*(See Exhibit A)*

COUNTY OF LAKE        )  
  )  
STATE OF ILLINOIS    )

I, \_\_\_\_\_, under oath, state that I am

\_\_\_\_\_ the sole                                    )  
\_\_\_\_\_ an    ) owner of the property  
\_\_\_\_\_ an authorized officer of the    )

hereby swear and affirm that in accordance with the provisions of Chapter 3.3 of the Zoning Ordinance, have notified by certified mail, return receipt requested, all property owners and taxpayers within two hundred and fifty (250) feet of the subject property, attached hereto as Exhibit A, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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