



Application for Development and Zoning Approvals

This Application is used to request development approval from the Village when consideration by the Lindenhurst Plan Commission, Zoning Board of Appeals, and/or Village Board is required. This application packet is available on the Village's website at <https://www.lindenhurstil.org/>. Applicants are encouraged to review [Lindenhurst's Zoning Ordinance](#) and the [Village Code](#) to understand the Village's various development regulations. Questions may be directed to Village Hall at (847) 356-8252.

General Information

Development or Business Name:		
Development or Business Address:		
Parcel Identification Number (PIN):		Acreage of Property:
Applicant Name:		
Applicant Address:		
City:	State:	Zip Code:
Phone:	Cell:	Email:

Contact Information

Property Owner Name:		
Company:		
Applicant Address:		
City:	State:	Zip Code:
Phone:	Cell:	Email:
Primary Contact Name:		
Relationship to Applicant:		
Phone:	Cell:	Email:
Additional Staff Name:		
Relationship to Applicant:		
Phone:	Cell:	Email:
Additional Staff Name:		
Relationship to Applicant:		
Phone:	Cell:	Email:

Proposed Development

Application Request			
<i>Please Check All That Apply</i>			
	Special Use (New or Amendment) (Exhibit 1)		Rezoning or Text Amendment (Exhibit 4)
	Site Plan Review (Exhibit 2)		Planned Unit Development (Exhibit 5)
	Zoning Variance (Exhibit 3)		Subdivision
	Other, Please Specify:		

All plans submitted with an application must include 10 hard copies (11x17) and one electronic copy.



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Application Materials

All applicants are required to complete and submit the following materials to be included with their application. Incomplete submittals will not be accepted.

- Letter of request:** The applicant must submit a letter with this application addressed to the Village Administrator (who will forward to the appropriate review bodies) describing the requested proposal/use and outlining the reason for the request and how the request complies with the Lindenhurst Zoning Ordinance.
- Application Fee(s)**
- Escrow Account Deposit**
- All required items and documents identified in Application Request’s Exhibit Items**

Applicant/ Owner Acknowledgements

The Applicant(s) and Owner(s) do hereby certify, acknowledge, and affirm that:

1. I (We) herby certify that the Owner is (are) the owner(s) of the described Subject Property.
2. I (we) herby authorize the Applicant to act on my (our) behalf during the processing and presentation of this request.
3. I (We) have carefully and fully read this application, and all of the statements contained in this application packet are true.
4. I (We) fully understand and agree to comply with the terms and provisions outlined in this application, the [Lindenhurst Zoning Ordinance](#), and the [Lindenhurst Village Code](#).
5. I (We) agree to pay all applicable filing fees and assume responsibility for the payment of all reimbursable expenses associated with the processing of this application and request(s).
6. I (We) understand all application fees are non-refundable and cover staff review and processing of the request.
7. I (We) understand I (we) have one (1) year from the application submittal to complete the Village approval process. If no extension is sought by the Applicant or granted by the Village Board, the application will be invalidated and I (we) will need to submit a new application/application fees and comply with the [Lindenhurst Zoning Ordinance](#) and [Lindenhurst Village Code](#).

Name of Applicant

Name of Property of Owner (if different)

Signature of Applicant

Signature of Property of Owner (if different)

Date

Date



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Escrow Agreement

I, the undersigned, understand that the Village of Lindenhurst requires an escrow account to be established for payment of fees related to requests for rezoning, subdividing, development of property, special use requests, variances, appeals from an administrative decision, architectural review and annexation requests. The purpose of escrow is to provide surety for reimbursement of professional land planning review services undertaken by the Village Planning Consultant and related legal services provided by the Village Attorney.

Pursuant to Section 10.22(b) of the Lindenhurst Village Code, the Village of Lindenhurst charges a 3.5% administration fee for managing the escrow and providing payments and billing services. Monthly statements reflecting the amount debited from the escrow are mailed to the escrowee and payable upon receipt. The bill reflects the amount charged against the escrow and the like amount needed to replenish the escrow originally established. The Village Administrator is authorized to establish the escrow value based on a fair assumption of anticipated monthly billing amounts, and nature and scope of the service(s) being provided and complexity of proposal. Upon completion of the project escrow balances will be refunded.

Name of Project:
Address, Location, or Legal Description of Property:
Action Being Requested:
Escrow Account Billing Name:
Address:
Phone number:

Signature of Applicant

Signature of Owner

Escrow Account Amount: _____

State of Illinois

County of Lake

Signed before me on _____ by _____

Date

Name

Signature of Notary Public

Village Administrator Approval: _____

Development Review Process Overview

Step One Pre Application Conference

- Prior to submitting an Application for Development Approval, applicants are encouraged to contact Village Hall at (847) 356-8252 to schedule a Pre-Application Conference with Village Hall staff.
- The Pre- Application Meeting is designed for Village staff to understand the development concept and guide the applicant through the appropriate process.

Step Two Submit Completed Application

- Applicant submits a completed Development and Zoning application with all required materials, fees, and escrow.
- All application exhibits must include 10 hard copies (11x17) and one electronic copy.
- **Submittals will not be accepted and/or processed until all of the submittal requirements are met.**

Step Three Staff and Consultant Review

- After receiving a completed Application, the Village will forward it to the applicable Village departments and/or consultants for review and comment.
- The Village's comments from the review process will be sent to the Primary Contact Person identified in the General Development Application.
- Please note that comments may require revisions to plans prior to scheduling the project for a hearing or meeting with the Plan Commission, Zoning Board of Appeals, or Village Board.

Step Four Public Notice (Rezoning, Variance, Special Use, Text Amendment)

- Depending on the type of approval sought, the applicant may have to notify the public before meeting with the Plan Commission, Zoning Board of Appeals, or Village Board.
- Village staff will inform the applicant of public notice requirements after reviewing the completed Application and associated documents.

Step Five Plan Commission/ Zoning Board of Appeals Meeting

- The Development Application goes before the Plan Commission or Zoning Board of Appeals for consideration, which may require a public hearing. At the meeting, the applicant has the opportunity to briefly present their proposal. The Commission/ Board and public has the opportunity to ask questions and comment on the proposal.
- At the end of the meeting or Public Hearing, the Commission or Board will make a recommendation to the Village Board on the proposal for either approval, approval with conditions, or denial of the proposal.

Step Six Village Board Meeting

- Following a recommendation by the Plan Commission or Zoning Board of Appeals, the Village Board will act on the development application. The Village Board can either approve, approve with conditions, or deny the application.
- Projects will not be included on a Village Board agenda until Village staff has determined that all plans are in substantial technical compliance with all Village codes, rules, and policies.

EXHIBIT 1 – Special Use Permit

The following materials are required for the filing and processing of an application for a special use permit. Applicants may also submit any additional narratives or materials which they deem necessary to convey their request. Additional materials may be required by Village staff.

Checklist of Required Submittals

- I. Review [§159-2.307](#) the Village of Lindenhurst’s Zoning Ordinance to understand Village requirements, procedures, and standards.
- II. A plat of survey prepared by a registered land surveyor showing the location, boundary, and legal description of the property.
- III. If changes are proposed to the condition of the lot, please also complete Exhibit 2, for site plans.
- IV. Additional information as required by the Village.

Responses to Standards

General Standards

The applicant must submit a written response to each of the general standards for Special Use Permits established in [§159-2.307 \(E\)\(1\)](#) of the Village’s Zoning Ordinance. The response to each standard should thoroughly explain how the request will meet the standards. All written responses to these standards must be included in the application submittal.

Special Standards

When the zoning district regulations authorize a special use in a particular zoning district and that special use is indicated as having special standards as set forth in the respective residential or non-residential zoning district regulations, a special use permit for such use in such zoning district shall not be recommended or granted unless the applicant shall establish compliance with all such special standards.

EXHIBIT 2 – Site Plan Review

Prior to submittal, applicants are encouraged to review [§159-2.312](#) of Village of Lindenhurst’s Zoning Ordinance to understand the standards required for site plan review.

Checklist of Required Submittals

The following materials are required for the filing and processing of an application for site plan review. Applicants may also submit any additional narratives or materials which they deem necessary to convey their request. Additional materials may be required by Village staff.

- I. **Narrative**
 - a. Detailed description of proposal
- II. **Plat of Survey**
 - a. Date, scale, and north arrow provided
 - b. Existing physical improvements with dimensions indicated
 - c. Sealed by Registered Professional Engineer or Surveyor
- III. **Proposed Site Plan**
 - a. Date, scale, and north arrow provided
 - b. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows.
 - c. Location of all existing (to remain) and proposed buildings on the site
 - d. A storm water management plan shall be prepared for all proposed development meeting all Lake County imposed storm water management regulations subject to conformance with the Lake County watershed development ordinance.
- IV. **Elevations of proposed structure(s), building addition(s), improvement(s), etc. with dimensions indicated**
 - a. Scale
 - b. All signs to be mounted on the elevation
 - c. Type, color, and texture of all primary materials to be used.
- V. **Preliminary Engineering Plan for any development that requires a Site Plan**
 - a. Date, scale, and north arrow provided
- VI. **Landscape Plan**
 - a. Review [§159-7.700](#) of the Village’s Zoning Ordinance to understand Village requirements, procedures, and standards for Landscape Plans.
 - b. Site Plan with the following:
 - i. Scale and north arrow

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- ii. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows.
- iii. Location of all existing (to remain) and proposed buildings on site
- iv. Calculations for determining the required number of trees to be placed within the proposed parking area, as well as the designation of required buffer screens such as landscaping or fencing between the parking area and adjacent property
- v. Existing landscaping to remain and proposed new landscaping shall be differentiated along with the type, size, number, and spacings of all plantings.
- vi. The Village encourages the use of native plant materials, trees, shrubs, and ground cover, indigenous to northeastern Illinois. In shore buffer areas, these include native plants which are tolerant of both moisture and hydric soils. Applicants should consult the list of non-native and invasive species that are prohibited from use as plant materials, which list is on file with the Village Administrator.

VII. Lighting Plan

- a. Review [§159-7.800](#) of Village of Lindenhurst's Zoning Ordinance to understand Village requirements, procedures, and standards for Lighting Plans.
- b. Site Plan with the following:
 - i. Scale and north arrow
 - ii. All property and street pavement lines
 - iii. Location and height of all existing (to remain) and proposed buildings on the site
 - iv. Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets. Delineate traffic flow with directional arrows.
 - v. Location of all existing (to remain) and proposed lighting standards, complete with photometric (foot-candle) diagram.
- c. Lighting standard Drawing:
 - i. All size specifications, materials, and colors
 - ii. Information on lighting intensity (number of watts, photometric diagram, etc.)
 - iii. Photometric lighting plan shall include footcandle illuminations to all property lines

VIII. Signs

- a. Free standing signs submissions should include the following:
 - i. Site Plan:
 - 1. Scale and north arrow
 - 2. All property and street pavements lines
 - 3. Location of existing and proposed landscaping

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4. Location of all buildings on the site
5. Location and height of all existing (to remain) and proposed signs on the site, showing proposed setbacks for sign from property lines
- ii. Scaled drawing of each face of the proposed free-standing sign is required to have:
 1. All size specifications, including the size of letters and graphics
 2. Description of sign and frame materials and colors
- iii. Wall Signs
 1. An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the proposed sign(s)
 2. A scaled drawing of each face of the proposed wall sign is required showing the following:
 - a. All size specifications, including the size of letters and graphics
 - b. Description of sign and frame materials and colors

IX. Aerial Photograph of Site and Surrounding Area

- a. Aerial photograph should include the subject parcel highlighted and include adjacent surrounding properties.

XII. Natural Resources Plan (As Requested)

- a. Review [§159-7.200](#) of Village of Lindenhurst's Zoning Ordinance to understand Village requirements, procedures, and standards for Natural Resource Plan.
- b. A drawing legend containing the scale appropriate to the size of the plan, the date of preparation, north arrow, and designation of existing and proposed contours at a maximum 2 foot contour interval.
- c. Location of natural resource features present on the site.
- d. The location of the proposed development.
- e. The boundary line of the site with dimensions and bearings and the total land area encompassed by the site.
- f. The location of all proposed lot lines, right of way lines, and easements.
- g. The location, ownership, widths, and names (if available) of all existing and previously platted streets, rights of way, parks, and other public or open spaces located within or adjacent to the subject property.
- h. Graphic and numerical illustration shown on the "natural resource protection plan" of those existing natural resource features that will be disturbed and those that will be preserved and showing on the illustration the area (in square feet or acres) of each existing resource and those areas of resources that are to be preserved. Numerical data may be shown in tabular form with labeled reference to specific areas designated on the "natural resource protection plan". Any areas



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of the site where natural resources are to be mitigated and how and where the mitigation is to take place with natural resource protection easements shall be indicated.

- i. Graphic illustration and notes relating to how those natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.).

XIII. Traffic Study, as requested

XIV. Tree Survey, as requested

- a. Date, scale, and north arrow provided

Responses to Standards

The applicant must submit a written response to each of the general standards for Site Plan Review established in [§159-2.312 \(E\)](#) of the Village's Zoning Ordinance. The response to each standard should thoroughly explain how the request will meet the standards. All written responses to these standards must be included in the application submittal.

EXHIBIT 3: ZONING VARIANCES

The following materials are required for the filing and processing of an application for a zoning variance. Applicants may also submit any additional narratives or materials which they deem necessary to convey their request. Additional materials may be required by Village staff.

Checklist of Required Submittals

- I. Review [§159-2.309](#) of Village of Lindenhurst's Zoning Ordinance to understand Village requirements, procedures, and standards for Zoning Variances.
- II. A plat of survey if the appeal involves a specific lot.
- III. Additional information may be required by the Village.

Responses to Standards

The applicant must submit a written response to each of the general standards for Zoning Variances established in [§159-2.309 \(F\)](#) of the Village's Zoning Ordinance. The response to each standard should thoroughly explain how the request will meet the standards. All written responses to these standards must be included in the application submittal.

EXHIBIT 4: REZONING AND TEXT AMENDMENTS

The following materials are required for the filing and processing of an application for a rezoning or text amendment to the Lindenhurst Zoning Ordinance. Applicants may also submit any additional narratives or materials which they deem necessary to convey their request. Additional materials may be required by Village staff.

Checklist of Required Submittals

- I. Review [§159-2.306](#) of the Village of Lindenhurst's Zoning Ordinance to understand Village requirements, procedures, and standards for Rezoning and Text Amendments.
- II. A plat of survey or other plan showing the area proposed to be rezoned and the location and description of existing adjacent uses of properties within 250 feet of the area proposed for rezoning.
- III. Detailed description of the proposed development and use of the property.
- IV. Completed Site Plan Application (Exhibit 2).
- V. Additional information may be required by the village.

Responses to Standards

Rezoning/ Map Amendment Standards

The applicant must submit a written response to each of the general standards for Rezoning established in [§159-2.306 \(E\)\(1\)](#) of the Village's Zoning Ordinance. The response to each standard should thoroughly explain how the request will meet the standards. All written responses to these standards must be included in the application submittal.

Text Amendment Standards

The Plan Commission will evaluate the request for a text amendment against the intent of this code, the recommendations of the comprehensive plan, and the public health, safety and general welfare.

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EXHIBIT 5: PLANNED UNIT DEVELOPMENTS

The following materials are required for the filing and processing of an application for a planned unit development. Applicants may also submit any additional narratives or materials which they deem necessary to convey their request. Additional materials may be required by Village staff.

Checklist of Required Submittals

- I. Review [§159-2.308](#) of Village of Lindenhurst's Zoning Ordinance to understand Village requirements, procedures, and standards for Planned Unit Developments.
- II. A plat of survey prepared by a registered land surveyor showing the location, boundary, and legal description of the property.
- III. Completed Site Plan Application (Exhibit 2).
- IV. Other additional information may be required by the village.

Preliminary Plan Submission

The preliminary plan submission must include the following:

- a. Location, size, and elevation of utilities on and adjacent to the property, including sewers, water mains, gas lines, fire hydrants, etc.
- b. Natural resources on the property, including watercourses, floodplains, marshes, wetlands, and trees.
- c. Existing buildings and structures.
- d. Zoning on and adjacent to the property.
- e. Open space areas.
- f. Location and purpose of each proposed building or structure.
- g. Development schedule, including any proposed phasing of development and construction.
- h. Density of residential uses.
- i. Type and nature of nonresidential uses.
- j. Proposed public improvements.
- k. Preliminary facilities plan, including details about roads, sanitary and storm sewers, water supply system, and lighting.
- l. Fiscal, traffic, or environmental impact studies, where required.
- m. Conformance with the Village's engineering specifications set in section [§158.14](#) of Village's subdivision ordinance. Village's engineers may require subsurface soil conditions.

Final Plan Submission

The final plan must include the following:

- a. Meets all of the final plat of subdivision requirements set in [§158.07](#) of the Village's subdivision ordinance.
- b. Covenants and deed restrictions.
- c. Designation of location of all proposed buildings and/or lots, dedicated public rights of ways, and easements.



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- d. Calculations of land area, number of buildings, number of dwelling units, and dwelling units per gross acre.
- e. Final engineering plans prepared and certified by a licensed Illinois professional engineer covering all required on-site and off-site improvements.
- f. All certificates, seals, and signatures required for the dedication of lands and properly recording the document.

Responses to Standards

The applicant must submit a written response to each of the general standards for Planned Unit Development established in [§159-2.308 \(E\) \(2\)](#) of the Village's Zoning Ordinance. The response to each standard should thoroughly explain how the request will meet the standards. All written responses to these standards must be included in the application submittal.



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ZONING AND DEVELOPMENT APPLICATION FEES

Available at Village Hall