



VILLAGE of OAK BROOK
1200 OAK BROOK ROAD
OAK BROOK, IL 60523
630-368-5103

PETITION APPLICATION for PUBLIC HEARING

ZONING ORDINANCE:

- APPEAL (\$300) VARIATION (\$750)
 AMENDMENT (\$750) SPECIAL USE (\$750)

STORMWATER ORDINANCE:

- VARIATION (\$750)

PUBLIC HEARING SIGNS (\$50- each lot frontage) - Enter Number of Street Frontages/Per Parcel

APPLICANT TO COMPLETE

NOTE: ALL APPLICATIONS ARE TO BE RECEIVED BY THE DIRECTOR OF COMMUNITY DEVELOPMENT AND AFTER AN INITIAL REVIEW WILL BE FILED WITH THE VILLAGE CLERK.

LOCATION OF SUBJECT PROPERTY _____ PERMANENT PARCEL NO* _____
 LOT NO. _____ SUBDIVISION _____ LEGAL ADDRESS* _____
 ZONING DISTRICT _____ ZONING ORDINANCE SECTION _____
 ACTION REQUESTED _____

PROPERTY INTEREST OF APPLICANT: OWNER _____ CONTRACT PURCHASER _____ AGENT _____
 OWNER(S) OF RECORD _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 BENEFICIARY(IES) OF TRUST _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 NAME OF APPLICANT (and Billing Information) _____ PHONE _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 Contact Name and E-mail Address(s) _____

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief. I (we) give permission to the Village to install public hearing sign(s) on the lot frontages of the above subject property as described in the Village Code. In addition to the above fees, applicant agrees to reimburse the Village for publication costs within 30 days of billing.

 Signature of Owner Date Signature of Applicant Date

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date Filed _____ Fee Paid \$ _____ Receipt No. _____ Received By _____

Board of Trustees (Referral) _____ Notice Published _____ Newspaper Daily Herald Adj. Property Owners Notified _____

PUBLIC HEARING DATES: Plan Commission _____ Zoning Board of Appeals _____
 Board of Trustees _____ Board of Trustees (Approval of Ordinance) _____

SIGNED - VILLAGE CLERK _____ Date _____

Certification

Surrounding Property Owners

I (we) certify that the names and addresses of all the surrounding property owners including mailing labels submitted with this application are located within a minimum distance of 250 feet in all directions from the perimeter of the subject property and that the number of feet occupied by all public roads, streets, alleys, and public ways has been excluded in computing the 250-foot requirement.

Said names and addresses are as recorded in the office of the County Recorder of Deeds (or the Registrar of Titles of the County) and as appear from the authentic tax records of this County. The property owners as listed have been obtained from the Township Assessors office within 30 days of the filing of this application.

The surrounding property owners list as submitted herewith and supporting attachments are true to the best of my (our) knowledge and belief.

I (we) give permission to the Village to install public hearing sign(s) on the lot frontages of the subject property as described in the Village Code. In addition to the required application fees, applicant/owner agrees to reimburse the Village for publication costs, recording fees, and any other associated costs or fees within 30 days of billing.

_____ Printed Name of Owner	_____ Printed Name of Applicant		
_____ Signature of Owner	_____ Date	_____ Signature of Applicant	_____ Date

BILL TO INFORMATION:

_____ Print Name/Company	_____ Contact Person	_____ Contact Phone
_____ Address To be Billed		_____ Alternate Phone

NOTE: If the applicant/owner has not complied with these requirements and notification has not been sent to a neighboring property owner within the 250-foot requirement less than 10 days prior to the scheduled hearing, the hearing on this matter will be postponed to the next regular meeting, or until such time as all neighbors within the 250-foot requirement have been sent proper notification.

Subject Property Verification

(Complete a separate form for each P.I.N.)

1. Permanent Index Number (P.I.N. from Real Estate Tax Bill): _____
2. Common Address: _____
3. Type the Complete Legal Description Below. (Attach a separate page if longer than the area provided)
4. Email the Legal Description to gpolanek@oak-brook.org

The Permanent Index Number, Common Address and Legal information provided has been verified as follows:

DuPage County Records/Research Room: (630-682-7398) Contact Person: _____
Date called: _____

I verify that the information provided above is accurate.

Printed Name

Signature

Date: _____ **Relationship to Applicant:** _____

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Legal Description Review

Corrections Required

Yes _____

No _____

Approved By: _____ Date _____

PUBLIC HEARING SUBMITTAL DOCUMENTS GUIDELINE

In general, the following documents are required for all requests. Please submit "**18 copies**" of all plats of survey, architectural plans, photographs, and any other document to be included in the petition file that CANNOT be copied on 8 ½ x 11 paper.

1. Completed **APPLICATION**. (Original and 2 copies)
2. **LEGAL DESCRIPTION** (3 copies) and one **COPY** of the current real estate tax bill (proof of ownership). (The Legal Description is also to be submitted in a **Word Document** format and emailed to: gpolanek@oak-brook.org) *Note: Permanent Index No. (P.I.N.- Tax Parcel Number on tax bill), Legal Description and Common Address **MUST** all coincide. See Property Verification Form in this packet. Contact DuPage County: Records Room – 630-682-7398 to cross-check and verify the accuracy of the PIN number, legal and common address.
3. List of **SURROUNDING PROPERTY OWNERS, VERIFICATION** and **CERTIFICATION forms**. (Submit original and 2 copies). Follow the instructions carefully. The information needed for the Surrounding Property Owners list may be obtained from the applicable Assessor's Office:

York Township Assessor's Office
1502 Meyers Road
Lombard, IL 60148
630-627-3354 (8-4:30 M-F)

Downers Grove Township Assessor's Office
4340 Prince Street
Downers Grove, IL 60515
630-968-2100

If in doubt regarding whether or not to include a property on this list, it is advised that you include it. **Provide a mailing label for each Property Owner listed.**

4. Payment of Required **FEES** plus **\$50** for **each Public Hearing Sign** – Determine how many street frontages and parcels are on the subject property. Include that number on the application form.
5. **LETTER OF EXPLANATION**. (Original and 2 copies)
This document should provide the background/history of your request and why you need the relief being sought. Review the specific section of the ordinance that you are seeking relief.
6. **FACTORS** (Original and 2 copies). Type out each standard and respond to each as a separate document. This is a requirement by Ordinance and must be addressed in writing (Factors are included in this packet)
7. Current **PLAT OF SURVEY** showing all improvements on the property. (4 copies folded)
8. Detailed and dimensioned **SITE PLAN** illustrating the proposed project. (18 copies folded and 1 copy reduced to 8 ½ x 11)
9. Provide a **CD** or send a **PDF** containing the following (*as applicable*): Plat of Survey, Site Plan, Preliminary Plat, Final Plat, Concept Drawings, Elevation Plans, Landscape Plans, Pictures, PDF to be emailed to gpolanek@oak-brook.org or CD to be submitted with the application.
10. **All Color Renderings** and any other submittal that cannot be copied on 8 ½ x 11 paper. (18 copies)
11. **Provide a list of persons testifying at the hearing or a Business card for each**. Tentative list to be provided with the application. The List should include, name, company, address, phone, fax and e-mail address.
12. **STANDING** – If the applicant is NOT the property owner, obtain written authorization from the owner(s) to apply for the relief you are seeking. (Original and 2 copies)

The following documents may be required and/or helpful. If submitted **18 copies of each** are required unless otherwise noted:

1. Existing and proposed floor plan.
2. Topographical surveys.
3. Photographs illustrating the situation.
4. Letters of approval from neighboring property owners. (Original and 2 copies)

While neighbor approval or disapproval is not legally relevant in most cases, it can be helpful in the overall evaluation of a petition.

5. Architectural Plans - including views of the proposed structure.

AMENDMENT INSTRUCTIONS

1. Review the **ZONING AMENDMENT FACTORS** and **ORDINANCE TEXT**
 - Copy (type out) each item on the document entitled *ZONING AMENDMENT FACTORS* and respond to each item in written/typed form (see following page for further information and details on preparation.
 - (Note: If you are seeking a *TEXT* Amendment, respond to all factors applicable.
 - For a *TEXT* Amendment provide the *entire proposed/revised text on a separate sheet of paper and include it with the application as an attachment*
2. Meet with the **Community Development staff.**

Before proceeding with the preparation of documents, it is advisable, at this point, to meet with the Director of Community Development, if you have not already done so. He will assist you in preparing your submittal and answering any questions that you may have.
3. Follow the **PUBLIC HEARING Submittal Documents Guideline** in order to ensure all requirements have been met.

For assistance, please feel free to contact Gail Polanek (630-368-5106) – gpolanek@oak-brook.org or Bob Kallien, (630-368-5104) – rkallien@oak-brook.org).

Note: The Zoning Ordinance can be purchased at the Administrative/Finance Office in the Village Hall or can be accessed through the following link: <http://www.sterlingcodifiers.com/IL/Oak%20Brook/index.htm>

Or at the Village Website: www.oak-brook.org. Enter the site, Choose “View the Village Code” (right side of page) After you select the code on the next screen, Scroll down to the Zoning Regulations (Title 13). Confirm with the Community Development Department that you have obtained the most recent update.

In a separate document, to be entitled: “Amendment Factors” type the highlighted information above and respond to each. There is not a space limitation use several pages if needed. Provide as much information as necessary to adequately address these standards. Along with the application and supporting materials, this document will be included in the case file and will be reviewed by the Plan Commission, Zoning Board of Appeals, and the Village Board.

The following has been excerpted from Plan Commission Rules of Procedure

ZONING AMENDMENT FACTORS

Section 8.3. The Commission shall consider the following factors in its consideration of a request for a zoning amendment:

(a) The character of the neighborhood.

RESPONSE:

(b) The extent to which property values are diminished by the particular zoning restrictions;

RESPONSE:

(c) The extent to which the removal of the existing limitations would depreciate the value of other property in the area;

RESPONSE:

(d) The suitability of the property for the zoned purposes.

RESPONSE:

(e) The existing uses and zoning of nearby property.

RESPONSE:

(f) The length of time under the existing zoning that the property has remained unimproved, considered in the context of land development;

RESPONSE:

(g) The relative gain to the public as compared to the hardship imposed on the individual property owner;

RESPONSE:

(h) The extent to which the proposal promotes the health, safety, morals or general welfare of the public;

RESPONSE:

(i) The relationship of the proposed use to the Comprehensive Plan; and

RESPONSE:

(j) The community need for the use proposed by the property owner.

RESPONSE:

Section 8.4. Following consideration of the application, the Commission shall transmit to the Zoning Board of Appeals and Village Board a written report giving its findings and recommendations.

13-14-8: AMENDMENTS:

- A. Authority: This Title may be amended from time to time by ordinance in accordance with applicable Illinois statutes. No vote shall be taken upon the adoption of a proposed amendment by the Village Board of Trustees until after a public hearing before the Zoning Board of Appeals and a report of its findings and recommendations has been submitted to the Board of Trustees along with the recommendation of the Plan Commission.
- B. Initiation Of Amendment: Amendments may be proposed by the Village Board of Trustees, Plan Commission or Zoning Board of Appeals, and by any person having a freehold interest, a possessory interest entitled to exclusive possession, a contractual interest which may become a freehold interest or any exclusive possessory interest which is specifically enforceable on the land which is described in the proposal for an amendment.
- C. Processing:
1. A proposal for an amendment shall be filed with the Village Clerk and thereafter entered into the records of the first meeting thereafter of the Board of Trustees.
 2. A copy of such proposal shall be forwarded by the Village Clerk to the Zoning Board of Appeals with a request to hold a public hearing and submit to the Board of Trustees a report of its findings and recommendations. Such public hearing shall be held upon notice as required by Illinois Compiled Statutes.
 3. The Village Clerk shall also transmit a copy of such proposal to the Plan Commission. The Plan Commission shall submit an opinion report relative to such proposed amendment to the Zoning Board of Appeals and Board of Trustees.
- D. Decisions: The Board of Trustees, upon report of the Plan Commission, if such report is made, and the report of the Zoning Board of Appeals, and without further public hearing, may vote upon the adoption of any proposed amendment in accordance with applicable Illinois Compiled Statutes, or may refer it back to the Boards for further consideration.
- E. Reapplications: Any person having been denied an amendment to this Title respecting a specific parcel of property may not reapply for a like amendment on said real property until the period of one year has elapsed since the denial of the application for amendment by the President and Board of Trustees. (Ord. G-60, 3-22-1966; Ord. G-137, 9-14-1971)



VILLAGE OF OAK BROOK
PLAN COMMISSION AND ZONING BOARD OF APPEALS
MEETING DATES AND SUBMITTAL FILING DEADLINES
2008

PLAN COMMISSION		ZONING BOARD OF APPEALS	
MEETING DATE (3rd MONDAY)	SUBMITTAL DEADLINE (15th or next workday**)	MEETING DATE (1st TUESDAY)	SUBMITTAL DEADLINE (2nd to last Friday**)
<i>January 21, 2008</i>	<i>December 17, 2007</i>	<i>February 5, 2008</i>	<i>December 21, 2007</i>
<i>February 18, 2008</i>	<i>January 15, 2008</i>	<i>March 4, 2008</i>	<i>January 18, 2008</i>
<i>March 17, 2008</i>	<i>February 15, 2008</i>	<i>April 1, 2008</i>	<i>February 22, 2008</i>
<i>April 21, 2008</i>	<i>March 17, 2008</i>	<i>May 6, 2008</i>	<i>March 21, 2008</i>
<i>May 19, 2008</i>	<i>April 15, 2008</i>	<i>June 3, 2008</i>	<i>April 18, 2008</i>
<i>June 16, 2008</i>	<i>May 15, 2008</i>	<i>July 1, 2008*</i>	<i>May 23, 2008</i>
<i>July 21, 2008</i>	<i>June 16, 2008</i>	<i>August 5, 2008</i>	<i>June 20, 2008</i>
<i>August 18, 2008</i>	<i>July 15, 2008</i>	<i>September 2, 2008*</i>	<i>July 18, 2008</i>
<i>September 15, 2008</i>	<i>August 15, 2008</i>	<i>October 7, 2008</i>	<i>August 22, 2008</i>
<i>October 20, 2008</i>	<i>September 15, 2008</i>	<i>November 4, 2008</i>	<i>September 19, 2008</i>
<i>November 17, 2008</i>	<i>October 15, 2008</i>	<i>December 2, 2008</i>	<i>October 24, 2008</i>
<i>December 15, 2008</i>	<i>November 17, 2008</i>	<i>January 6, 2009</i>	<i>November 23, 2008</i>
<i>January 19, 2009</i>	<i>December 15, 2008</i>	<i>February 3, 2009</i>	<i>December 19, 2008</i>
<i>February 16, 2009</i>	<i>January 15, 2009</i>	<i>March 3, 2009</i>	<i>January 23, 2009</i>
<i>March 16, 2009</i>	<i>February 16, 2009</i>	<i>April 7, 2009</i>	<i>February 20, 2009</i>
<i>April 20, 2009</i>	<i>March 16, 2009</i>	<i>May 5, 2009</i>	<i>March 20, 2009</i>

Notes: All meetings are held in the Samuel E. Dean Board Room of the Butler Government Center, 1200 Oak Brook Road.

*Meetings scheduled and submittal deadlines on or near holidays or election days may be rescheduled, relocated or cancelled. Staff meetings to discuss pending applications will be held on an as-needed basis.

Plan Commission submittal date is the 15th or the next workday of the preceding month.
 Zoning Board of Appeals submittal date is the 2nd to last Friday of the second preceding month.

**Submittal must be complete at the submittal deadline date in order to be placed on the appropriate meeting agenda. An incomplete submittal may NOT be accepted and may be returned to the applicant.

Applicant and Witnesses Must appear in person at the meetings scheduled above