



**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)

CERTIFICATE OF APPROPRIATENESS (\$500)      STORMWATER:  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 THE SPACE BELOW - 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 \_\_\_\_\_

# NAMES OF SURROUNDING PROPERTY OWNERS

Following are the names and addresses of all surrounding property owners from the property in question for a distance of approximately 250 feet in all directions. The number of feet occupied by all public roads, streets, alleys, and public ways have been excluded in computing the 250-foot requirement. Said names are as recorded in the office of the County Recorder of Deeds (or the Registrar of Titles of the County) and as they appear from the authentic tax records of this County within 30 days of the filing of this application. **Provide a mailing label for each Property Owner listed.**

Note: The people on this list will be notified by mail with the information about your request and the meeting schedule.

NAME OF PROPERTY OWNER	MAILING ADDRESS OF PROPERTY OWNER	PROPERTY ADDRESS	PARCEL NUMBER

(Attach additional sheets if necessary)

# 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.

_____ Printed Name of Owner	_____ Printed Name of Applicant
_____ Signature of Owner	_____ Signature of Applicant
_____ Date	_____ 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](mailto: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 \_\_\_\_\_

**COMPLIANCE WITH  
"AN ACT TO REQUIRE DISCLOSURE OF ALL BENEFICIAL INTERESTS"**

**765 ILCS 405/1, ET AL (1993)**

**NAME OF TRUSTEE:** \_\_\_\_\_

**PPN #:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**NAME & ADDRESS OF BENEFICIARIES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

The above and foregoing is a complete disclosure of all beneficiaries and/or holders of any beneficial interest in the above named trust.

STATE OF ILLINOIS )

) SS

COUNTY OF DUPAGE )

)

\_\_\_\_\_ Being first sworn on oath deposes and states that he/she has read the above and foregoing disclosure of beneficiaries of a land trust by him/her subscribed, knows the contents thereof and that the same are true and correct.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_ .

(SEAL)

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

# PUBLIC HEARING SUBMITTAL DOCUMENTS GUIDELINE

*In general, the following documents are required for all requests. Please submit "**15 copies**" of all plats of survey, architectural plans, photographs, and any other colored supporting document to be included in the petition file. Verify the number of documents required at time of the initial submittal. NOTE: 'ORIGINAL' means the original signed document - copies and facsimiles are not acceptable.*

1. Completed **APPLICATION**. (Original and 2 copies)
2. **LEGAL DESCRIPTION** (Original and 2 copies) Provide the current typed Legal Description for the existing lot(s); include PIN Numbers. Email the legal description in a Word Document to [gpolanek@oak-brook.org](mailto:gpolanek@oak-brook.org)
3. **ONE COPY** of the most CURRENT **REAL ESTATE TAX BILL** Provide one copy for each parcel.
4. **Proof of Ownership required**. Provide ONLY one copy; this is for office use only. If property is in Trust Complete Beneficial Interest Form.
5. **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)
6. **SUBJECT PROPERTY VERIFICATION** (Original and 2 copies) complete a form for each P.I.N. \*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: 1) Records Room – 630-682-7398 and to cross-check and verify the accuracy of the PIN number, legal and common address.
7. List of **SURROUNDING PROPERTY OWNERS** and **CERTIFICATION** (Original and 2 copies) See the forms for requirements – If in doubt regarding whether or not to include a property on this list, it is advised that you include it. Please follow the requirements closely; it could impact the hearing date.

The information needed may be obtained from the applicable Assessor's Office:

York Township  
Assessor's Office  
1502 Meyers Road  
Lombard, IL 60148  
630-627-3354

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

8. One (1) set of **Mailing ADDRESS LABELS** include each property owner listed on the SURROUNDING PROPERTY OWNERS form (item #7) above.
9. Payment of Required **FEES** plus **\$50** for **each Public Hearing Signs** – Determine how many street frontages and parcels are on the subject property. Include that number on the application form.
10. **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. If you are seeking a variation, please review the "Variation Commentary" and ordinance requirements pertaining to variations.**
11. **STANDARDS or FACTORS** (Original and 2 copies). In a separate document, type out and respond to each standard. This is a requirement by Ordinance and must be addressed in writing (Standards are attached)
12. Current **PLAT OF SURVEY** showing all improvements on the property. (4 copies folded)
13. Detailed and dimensioned **SITE PLAN** illustrating the proposed project. (15 copies folded and 1 copy reduced to 8 ½ x 11)

14. Provide a **PDF - CD** of 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](mailto:gpolanek@oak-brook.org)
15. **Provide a Business card and/or a list of persons testifying at the hearing.** A tentative list is to be provided with the application and should include each name, relationship to the property, company, address, phone, fax and e-mail address. (one card per person or one list)

The following documents may be required and/or helpful. If submitted **15 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.

**NOTE: 15 copies of All Color Renderings, pictures and any other submittal document that cannot be copied on 8 ½ x 11 paper are required.**