



**VILLAGE OF OAK BROOK**  
**1200 OAK BROOK ROAD**  
**OAK BROOK, IL 60523**  
**630-368-5106**

**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** and applicant.

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 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 [cchiarelli@oak-brook.org](mailto:cchiarelli@oak-brook.org)

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

DuPage County Records/Research Room: (630-407-5401)                      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 **"14 copies"** of all plats of survey, site plan, architectural plans, photographs, etc., exceptions are noted in parenthesis below. **Do NOT submit any documents until they have been submitted and reviewed by email first**, must be PDF format. Some supporting documents may not be required for a TEXT AMENDMENT.

1. Completed **APPLICATION**. (Submit the signed original and 2 copies)
2. **LEGAL DESCRIPTION** – NOT REQUIRED FOR TEXT AMENDMENT (3 copies) The Legal Description is also to be submitted in a Word Document format and emailed to: [cchiarelli@oak-brook.org](mailto:cchiarelli@oak-brook.org) and [rvondrasek@oak-brook.org](mailto:rvondrasek@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– 630-407-5401 to cross-check and verify the accuracy of the PIN number, legal and common address.
3. **PROOF of OWNERSHIP or STANDING STATEMENT** – If the applicant is **NOT** the property owner, written authorization is required from the owner(s) approving the filing of the application by the applicant (Original and 3 copies)
4. **One COPY of the current real estate tax bill for each tax parcel**. If owner is not listed on the real estate tax bill, provide proof of ownership.
5. **DISCLOSURE OF BENEFICIAL INTERESTS** (3 copies). If the property is not in trust. – write on the form "property not in trust - not applicable."
6. List of **SURROUNDING PROPERTY OWNERS, VERIFICATION and CERTIFICATION forms**. – NOT REQUIRED FOR TEXT AMENDMENT (Submit original and 2 copies). Follow the instructions carefully. The information needed for the Surrounding Property Owners list may be obtained from the applicable Office:

<b>DuPage County Planning &amp; Zoning</b>	<b>York Township</b>	<b>Downers Grove Township</b>
Paul Hoss	1502 Meyers Road	4340 Prince Street
421 County Farm Road	Lombard, IL 60148	Downers Grove, IL 60515
Wheaton, IL 60187	630-627-3354 (8-4:30 M-F)	630-968-2100
630-407-6756 or 630-514-0628		

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 – also include labels for the owner/applicant/attorney. – labels not required for a text amendment.
7. Payment of Required **FEES** plus \$50 for **each** required **Public Hearing Sign** – NOT REQUIRED FOR TEXT AMENDMENT – Determine how many street frontages and parcels on the subject property/ies. Include that number on the application form.
8. **LETTER OF EXPLANATION/Narrative**. (Original and 2 copies) This document should provide the background/history of your request describing the proposed plan in details, summarize the relief being requested and why the relief is necessary for the property. **Review the specific section/s 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.
6. **STANDARDS or FACTORS** (Original and 2 copies). Respond to the standards, see the sample provided. This must be addressed in writing if Variation, Map Amendment, Text Amendment or Special Use.
7. Current **PLAT OF SURVEY** showing all improvements on the property. (4 copies folded)
8. Detailed and dimensioned **SITE PLAN** illustrating the proposed project. (14 copies folded – or 11x17, if all details are legible)- Area of variation or special use should be easily identified or clouded on the plans.
9. Email in PDF format the following (**as applicable**): Plat of Survey, Site Plan, Preliminary Plat, Final Plat, Conceptual Drawings, Elevation Plans, Landscape Plans, Pictures, etc. PDF of each is to be emailed to

[chiarelli@oak-brook.org](mailto:chiarelli@oak-brook.org) and [rvondrasek@oak-brook.org](mailto:rvondrasek@oak-brook.org) and after staff review will be required to be submitted with the application.

10. **All Color Renderings** and any other submittal that cannot be copied on 8 ½ x 11 paper. (14 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)

Note: The following documents may be required and/or helpful. If submitted **14 copies of each** are required unless otherwise noted (all documents are to be emailed in pdf format first for staff review):

- ★ Existing and proposed floor plan.    ★ Topographical surveys.    ★ Photographs illustrating the situation.
- ★ Architectural Plans – including Elevations views of the proposed structure.
- ★ 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. Keep in mind that the neighbors are NOTIFIED of the public hearing date and if there are questions or concerns it may help you to evaluate any issue or address concerns prior to the public hearing. It can be helpful for the Commissions and Boards in their evaluation of the petition.

Note: **DO NOT SUBMIT ANY** hard copies UNTIL Staff has reviewed the documents by EMAIL. The signed original application and filing fee will be required by the submittal deadline date.

The Zoning Ordinance is Title 13 of the Village Code.

[https://codelibrary.amlegal.com/codes/oakbrookil/latest/oakbrook\\_il/0-0-0-1](https://codelibrary.amlegal.com/codes/oakbrookil/latest/oakbrook_il/0-0-0-1)

When you access the Village code Scroll to Title 13 for the Zoning Ordinance.

**IMPORTANT INFORMATION:**

Prior to submittal of the application and documents it is advisable to meet with the Development Services staff, if you have not already done so.

Call Cathy/Rebecca to schedule a meeting, which may include the Director, Tony Budzikowski, Rebecca Von Drasek and Cathy Chiarelli at 630-368-5106 or 630-368-5103)

Review the applicable **ORDINANCE TEXT** of the Zoning Regulations to which you are seeking relief.

**FOLLOW** the **PUBLIC HEARING SUBMITTAL DOCUMENTS GUIDELINES** in order to ensure all requirements have been met.