

Village of Willow Springs  
Zoning Application

**IMPORTANT NOTICE  
TO  
APPLICANTS**

Upon filing with the Village Clerk's office, the Application process will be as follows:

1. The Application will be reviewed by Village staff to determine if it is completed, the appropriate relief is requested, and the proper fee has been submitted. **The application is not deemed accepted and ready for processing until the staff review is completed and you are so notified. If the application is not complete, it will be returned to you with an explanation and instructions to complete the application.**
2. Upon acceptance of the completed Application, it will be placed on the Agenda at the next Village Board meeting for referral by the Village Board to the Plan Commission for required public hearings or meetings. The Village Board meets on the second and fourth Thursdays of each month, unless rescheduled for holidays.
3. The Plan Commission will schedule, in accordance with public notice requirements, the public hearings/meetings required. The Plan Commission meets on the first Wednesday of each month.
4. Applicants and their professionals are urged to review the Village of Willow Springs Zoning and Subdivision Ordinances in order to file and present all documentation and evidence necessary, and in the form required, for the particular zoning or subdivision requested.

VILLAGE OF WILLOW SPRINGS,  
COOK COUNTY, ILLINOIS

APPLICATION FOR ZONING AMENDMENT,  
VARIATION, SPECIAL USE PERMIT,  
SPECIAL USE-PLANNED UNIT DEVELOPMENT,  
AND SITE PLAN REVIEW

PLEASE TYPE OR PRINT

TO: Village Clerk  
Village of Willow Springs  
One Village Avenue  
Willow Springs, IL 60480  
Date: \_\_\_\_\_, 20\_\_\_\_

1. Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
2. Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_

3. An Applicant for a Zoning Amendment, Special Use Permit, Variation or Site Plan Review must have a present legal interest in the property, e.g. owner, contract purchaser or lessee. If the Applicant is not the owner of the property which is the subject of this Application, he must submit with this Application a letter of authorization from the owner of the property.

4. Address of Property: \_\_\_\_\_

5. Legal Description of property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Permanent Real Estate Index No.: \_\_\_\_\_

7. Nature of request (check all that apply):  
\_\_\_\_\_ Zoning Amendment  
\_\_\_\_\_ Variation  
\_\_\_\_\_ Special Use  
\_\_\_\_\_ Special Use-Planned Unit Development  
\_\_\_\_\_ Site Plan Review

8. If this Application is for a Zoning Amendment or Site Plan Review, answer the following:

- (A) Present zoning classification of property: \_\_\_\_\_
- (B) proposed zoning amendment: \_\_\_\_\_
- (C) Existing structure(s) on property: \_\_\_\_\_
- (D) Size of property, acreage and/or square feet: \_\_\_\_\_
- (E) Describe the present uses on the property and proposed uses if rezoned: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE:** All Applicants for Zoning Amendment must review Village Code Section 9A-1-7 and be prepared to present evidence to the Plan Commission or other hearing body to support the necessary findings of fact required in accordance with the standards set forth therein.  
All Applicants for Site Plan Approval must review Village Code Section 9A-1-9 to comply with all Site Plan Review approval requirements.

(F) If the property is to be improved, set forth a brief description of the improvements to be made:  
\_\_\_\_\_  
\_\_\_\_\_

9. If Application is for a Variation, answer the following:

- (A) Present zoning classification of property: \_\_\_\_\_
- (B) Proposed variation request: \_\_\_\_\_

(C) State the nature of the hardship or practical difficulty requiring the request for variation: \_\_\_\_\_

(D) Describe existing structure(s) on property: \_\_\_\_\_

(E) Size of property, acreage and/or square feet: \_\_\_\_\_

**NOTE:** All Applicants for Variation(s) must review Village Code Section 9I-2-3 (Standards for Variations) and 9A-2-4 (Authorized Variations) and be prepared to present evidence to the Zoning Board of Appeals or other hearing body to support the necessary findings of fact required in accordance with the standards set forth therein.

10. If the Application requests a Special Use Permit which includes a Planned Unit Development, answer the following:

- (A) Present zoning classification of property: \_\_\_\_\_
- (B) Proposed special use requested: \_\_\_\_\_

(C) State reasons why the special use is requested: \_\_\_\_\_

(D) Describe existing structure(s) on the property: \_\_\_\_\_

(E) Size of property, acreage and/or square feet: \_\_\_\_\_

**NOTE:** All Applicants for Special Use Permit must review Village Code Section 9A-1-5 and/or 9A-1-5-1 for a Planned Unit Development and be prepared to present evidence and required documentation to the Plan Commission to support the necessary findings of fact required in accordance with the standards set forth therein.

11. Documents to be submitted with Application:

For all matters, an Applicant must submit the following:

- (A) Ten (10) copies of a recent (not more than 6 months old) survey of the property prepared by an Illinois Registered Land Surveyor in accordance with Illinois Land Survey Standards locating all easements of record, improvements and building lot lines;
- (B) Proof of ownership (Title Policy, etc.) or evidence of the Applicant's interest in the property.
- (C) Such other drawings and plans, including Site Plans, Landscape Plans, building elevations and engineering drawings as are required by the Village Code for necessary approvals.

12. Fees and Cost Reimbursement: Section 9A-2-6 of the Village Code of the Village of Willow Springs, 1983, as amended, requires all Applicants for a Zoning Amendment, Variance, Special Use or Site Plan Review to reimburse the Village for all legal, engineering, planning or other necessary fees and costs, including publication charges incurred in connection with the Application and hearing process. ***This requirement is in addition to the Application fee to be paid when the Application is filed. Attached hereto, and made a part of this Application is a separate form to be completed, signed by the owner(s) of the property and the Applicants and submitted with this Application.***

13. When the Village Clerk receives this Application, completed as required together with the filing fee and supporting documentation required herein, it will be referred to the President and Board of Trustees for referral to the Plan Commission for the necessary public hearing and/or meeting. The Applicant will be notified of the date of hearing or meeting.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant (If more than one)

**AFFIDAVIT OF APPLICATION**

STATE OF ILLINOIS )  
                          ) S.S.  
COUNTY OF COOK )

The undersigned being first duly sworn, states he/she has read and completed the foregoing Application by him/her subscribed; and that the information contained therein and in the attached documents are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Applicant

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

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

**VILLAGE CLERK'S OFFICE ONLY**

Date filed: \_\_\_\_\_, 20\_\_\_\_\_.

Date paid: \_\_\_\_\_, 20\_\_\_\_\_.

Documents submitted (list): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Referred to Village Attorney on: \_\_\_\_\_, 20\_\_\_\_\_.

Referred to President  
And Board of Trustees on: \_\_\_\_\_, 20\_\_\_\_\_.

