

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 9A-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.



Section 9A-2-6 entitles "Fees" of the Village of Willow Springs Village Code states:

9A-2-6: **FEES**

A. Applications for a Variation, Special Use, Special Use – Planned Unit Development, Zoning Amendment or Site Plan Review shall be made in the office of the Village Clerk on forms provided by the Village Clerk, The applications shall be accompanied by a nonrefundable fee in the following amounts:

<u>Relief Required</u>	<u>Application Fee</u>
1. Variations	\$400.00
2. Special Use	\$750.00
3. Special Use – Planned Unit Development	\$750.00
4. Site Plan Review	\$750.00
5. Zoning Amendment	\$750.00

An applicant shall pay the appropriate application fee for each approval required. By way of example, if the applicant requires a Zoning Amendment (\$750.00), Site Plan Review (\$750.00), and Variation(s) (\$400.00), the total application fee payable is \$1,900.00.

B. The fee for filing a Notice of Appeal for review of any order, requirement, decision or determination of the Building Commissioner shall be Five Hundred and 00/100 Dollars (\$500.00). This fee shall be paid to the Office of the Village Clerk prior to filing the Notice of Appeal and is nonrefundable. A receipt from the Village Clerk evidencing payment of the fee shall accompany the Notice of Appeal when filed with the Plan Commission.

C. In addition to the payment of the foregoing fees in subsections A and B of this Section, the applicant, or owner of the subject property, if different, or person appealing in the case of an Appeal, shall reimburse the Village (or pay directly to the Village's consultants if so directed by the Village) all expenses, costs and fees incurred by the Village in its sole judgment in connection with the consideration and review of applications for Variation(s), Special Use, Special Use – Planned Unit Development, Zoning Amendment, Site Plan Review or an Appeal. Such costs shall include, but not be limited to: stenographic fees; engineering review fees; traffic engineer fees; financial consultants; planning consultants; landscape consultants; and other consulting fees; attorneys' fees; public hearing and other publication charges; and recording charges. These charges shall be paid within seven (7) days after an invoice is submitted to the applicant, owner or appellant by the Village Clerk or person performing the service, but in no event shall the Plan Commission or Village Board of Trustees take any final action or render any final decision on any application or Appeal prior to payment of all invoiced items. These fees and charges shall be paid notwithstanding an adverse decision to the applicant on an Appeal, the abandonment of the proceedings by the applicant, or the denial of the request of an applicant, in whole or in part, by the Plan Commission and/or the Village Board of Trustees.

D. In addition to the foregoing, the Village may, in its sole discretion, upon receipt of an application for a Variation, Special Use, Special Use – Planned Unit Development, Zoning Amendment or Site Plan Review, require the applicant to deposit with the Village for deposit by the Village into a special account, an advance payment, toward the subsection C development review fees and costs to be incurred by the Village. The amount of such deposit shall be determined by the Village, the receipt of which shall be a condition precedent to the Village's acceptance of an application and the commencement of the development/zoning review process.

E. From time to time as fees are incurred by the Village, they shall be paid by the Village from said special account and the applicant so notified. At such time as the Village deems necessary, the applicant shall deposit additional monies to the special account. The deposit of such additional monies within ten (10) days of a request therefore shall be a condition precedent to the Village continuing the development/zoning review process.

I, the undersigned, have received this document captioned "Reimbursement of Fees and Costs to the Village of Willow Springs," have read same and fully understand and agree to comply with the provisions contained herein. **I further understand, as set forth above, that no final action on my Application will be taken until all fees and costs for which I am obligated to the Village are paid.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
SIGNATURE OF APPLICANT

Please print the name of the party responsible for payment of fees and costs:

\_\_\_\_\_  
Address of Subject Property:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Applicant:

\_\_\_\_\_  
Owner:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Phone #:

\_\_\_\_\_  
Phone #: