



## ZONING REVIEW APPLICATION

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## Overview of Procedures

1. The applicant will submit all required documents and requests to the Village to initiate the zoning review process.
2. The applicant must submit a completed application (attached) not less than thirty (30) days before the initial meeting of any Village advisory body to allow for staff review and public notices. The Village reserves the right to remove an application from the agenda for any scheduled meeting if the deadline is not met, the application is not complete, or the required fees and deposits have not been submitted.
3. A **Trust and Agency account** (also known as an escrow) will be established by the Village for the accounting of development costs and reimbursement for such costs. These costs include, but not limited to: time spent by Village staff, publication of legal notice, legal fees and costs, engineering fees and costs, court reporter attendance and transcription charges, and postage. The Village will determine the amount of the petitioner's initial deposit, which must be paid to the Village Treasurer before any consultation or out of pocket expenses are incurred by the Village. The Village will also determine the amounts of subsequent deposits if costs approach the amount of the initial deposit. Copies of the invoices from the Village's consultants will be issued to the petitioner. The remaining balance of each petitioner's Trust and Agency account will be refunded if no further costs will be incurred.
4. The Village will schedule to have submittals reviewed by Village personnel and consultants, as necessary, and to be added to the appropriate meeting agenda(s) upon fulfillment of submittal requirements. All late submittals will cause postponement to the next regularly scheduled meeting.
5. The Plan Commission meets on the fourth Monday of each month; however, meeting dates are subject to change. Applicants will be notified of changes.
6. Petitions will be forwarded to the Village Board following recommendations from the appropriate advisory body. The Village Board meets on the first and third Tuesday of each month.

### Village Contacts

Village Administrator - Denise Burchard      [dburchard@camptonhills.illinois.gov](mailto:dburchard@camptonhills.illinois.gov)      (630) 524-6252



## **Application Review Process**

The steps below vary depending on the type of application received (see table on next page). Staff will notify the applicant of the process for his/her application after staff review.

### **1. Staff Review**

- The Village and its consultants will review each application and supporting information for compliance with Village ordinances and policies. This review is meant to identify initial issues pertaining to the application that should be addressed by the applicant's subsequent submittals. Expect approximately 30 days for the Land Use Opinion Report and Endangered Species Report.
- After an application has been submitted, the applicant will receive notification of meeting dates for Village review (if applicable) and for required public meetings thereafter.
- Fees accrued in reviewing the application will be deducted from a Trust and Agency account and an initial deposit must accompany the filing of your application.

### **2. Plan Commission / Zoning Board of Appeals Review**

- The Plan Commission / ZBA is responsible for interpreting the Village's development goals and objectives and making recommendations concerning land use and development in relation to the zoning code, subdivision regulations, and the comprehensive plan.
- Before the Plan Commission / ZBA begins official review of the application, a public hearing may be held as mandated by ordinance and statute. The Village Attorney and Village Clerk will publish the required notice in the local newspaper at the expense of the applicant. The applicant may be responsible for posting an appropriate notice on the necessary premises and may be required to mail notice (certified mail, return receipt requested) to nearby property owners. Expect approximately 45 days from the time the application is submitted for a Plan Commission / ZBA review.
- The Plan Commission / ZBA relies upon information provided by the applicant, staff review, and input from the public in making its recommendations that it will submit to the Village Board.

### **3. Village Board Review**

- The final decision for each application rests with the Village Board. The Village Board may accept, reject, or modify recommendations made by the Plan Commission / ZBA and may make decisions subject to conditions. Expect approximately 30 days from the time the application is approved by the Plan Commission / ZBA to undergo Village Board review.
- Any Village action required for the project after the Village Board has made a final decision will be coordinated as needed with the Village Administrator, Village Attorney and Village Engineer.

### **4. Post-Approval**

- Upon final approval, applicants may proceed with the project. Any deviations from the approval must be resubmitted to the Village.



## Filing Fee Amounts

**Variance:** \$550.00 (If two (2) or more variations are requested for the same property in one application, only one fee is due). Each request for a variation as part of a rezoning or special use petition shall be assessed a fee of \$100.00. Said fee must accompany the application for rezoning or special use.

### Re-zoning/Map Amendment to Residential Use:

- For areas of less than two (2) acres: \$800.00
- For two (2) acres but less than five (5) acres: \$900.00
- For five (5) acres but less than ten (10) acres: \$1,125.00
- For ten (10) acres or more: \$1,200.00, plus \$50.00 per acre or portion thereof over ten (10) acres.

### Re-zoning/Map Amendment to Nonresidential Use:

- For areas of less than two (2) acres: \$1,500.00
- For two (2) acres but less than five (5) acres: \$1,800.00
- For five (5) acres but less than ten (10) acres: \$2,250.00
- For ten (10) acres or more: \$2,250.00, plus \$75.00 per acre or portion thereof over ten (10) acres.

**Special Use:** \$550.00

**When land and/or the use of land (for which rezoning, special use, or variance is required, maintained, used, or commenced prior to obtaining said rezoning, special use, or variance, by one who knows or should have known the requirements for said rezoning, special use, or variance, the specified fees above shall be increased by one hundred (100) percent.**



## ZONING REVIEW APPLICATION

Date: \_\_\_\_\_

The Undersigned respectfully petitions the Village of Campton Hills to review and consider granting the following approval(s) on the land herein described.  
(Check all that apply)

- Variance
- Rezoning from \_\_\_\_\_ District to \_\_\_\_\_ District (ex. R1 to R2)
- Special Use Permit
- Other Site Plan: \_\_\_\_\_

### PART I. APPLICANT INFORMATION

#### APPLICANT (Please print or type)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

#### CONTACT PERSON (If different from Applicant)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

#### IS THE APPLICANT THE OWNER OF THE SUBJECT PROPERTY?

\_\_\_ YES \_\_\_ NO

If the Applicant is not the owner of the subject property, a written statement from the Owner authorizing the Applicant to file the Zoning Review Application must be attached.

#### IS THE APPLICANT AND/OR OWNER A TRUSTEE/BENEFICIARY OF A LAND TRUST?

\_\_\_ YES \_\_\_ NO

If the Applicant and/or owner of the subject property is a Trustee of a land trust or beneficiaries of a land trust, a Disclosure Statement identifying each beneficiary of such land trust by name and address, and defining his/her interest therein, shall be verified by the Trustee and shall be attached hereto.



**PART II. PROPERTY INFORMATION**

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

Parcel Number(s) \_\_\_\_\_

Total Area(acres): \_\_\_\_\_

Legal Description: must be attached to this application

Fire Protection District: \_\_\_\_\_

School District: \_\_\_\_\_

Water/Sanitary District: \_\_\_\_\_

Township: \_\_\_\_\_

Current Zoning District: \_\_\_\_\_

Current Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Zoning/Variance Use: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**PART III. FINDINGS OF FACT - VARIANCE/RE-ZONING (if applicable)**

1. How does your proposed use relate to the existing uses of property within the general area of the property in question?

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2. What are the zoning classifications of properties in the general area of the property in question?

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3. How does the suitability of the property in question relate to the uses permitted under the existing zoning classification?

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4. What is the trend of development, if any, in the general area of the property in question?

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5. How does the projected use of the property, relate to the Kane County 2030 Land Use Plan?

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**PART IV. FINDINGS OF FACT - SPECIAL USE (if applicable)**

1. Explain how the establishment, maintenance, or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.

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2. Explain how the special use will not be injurious to the use, enjoyment and value of other property in the immediate vicinity.

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3. Explain how the special use will not impede the normal, orderly development and improvement of the surrounding property.

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4. Will adequate utility, access roads, drainage and other necessary facilities be provided? Please explain:

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## PART V. REQUIRED DOCUMENTATION

From the chart the on next page

- Signed Zoning Review Application
- Signed Applicant's Agreement (Attachment A)
- Deposit/Fee \$\_\_\_\_\_
- Proof of Ownership or Option
- Legal Description of Property – Plat of Survey
- List of property owners within 250 ft with parcel numbers (Attachment B)(see Attachment C for an example notification letter)
- Site Plan
- Kane-DuPage Conservation District Land Use Opinion
- Endangered Species Consultation Report
- Architectural Elevations
- Concept Plan
- Preliminary Plan
- Final Plan
- Landscape Plan: Preliminary or Final
- Stormwater Permit Application or Report
- Other

Needed documentation may vary depending on the specific circumstances of the application. Therefore, staff may require additional documentation after initial review (e.g., fiscal impact study, endangered species report, wetland report etc.).

I, \_\_\_\_\_, hereby apply for review and approval of this application and represent that the application and requirements thereof and supporting information have been completed in accordance with Campton Hills ordinances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



### Standard Required Documentation for Development Applications

	Variance	Special Use Permit	Rezoning	Annexation	Concept Plan	Preliminary Plan	Final Plan	Other
Application	X	X	X	X	X	X	X	X
Deposit	X	X	X	X	X			X
Applicant's Agreement	X	X	X	X	X			X
Proof of Ownership or Option	X	X	X	X		X		X
Legal Description - Plat of Survey	X	X	X	X		X		X
List of Property Owners	X	X	X			X		
Architectural Elevations	X	X				X		
Petition for Annexation				X				
Plat of Annexation				X				
Site Plan	X	X	X	X		X		X
Landscape Plan		X				X	X	X
Endangered Species Consultation Report*			X			X		X
Conservation District Land Use Opinion*	X	X	X	X		X		
Stormwater Permit Application						X		
Concept Plan					X			
Preliminary Plan						X		
Final Plan							X	

\* An Endangered Species Consultation Agency Action Report from the Illinois **Department of Natural Resources** must accompany any rezoning request involving land zoned F-District Farming. This form is available online through this link: <https://www2.illinois.gov/dnr/NaturalResources/environmentreporter/Documents/EndangeredSpeciesAgencyActionReport.pdf>. Their report will be forwarded directly to Village Hall staff.

\* A Land Use Opinion Report from the **Kane-DuPage Soil & Water Conservation District Office** must accompany all rezoning and special use applications, and some variance applications depending on certain circumstances. This form is available online through this link: <https://kanedupageswcd.org/Forms/LUOApplication2020.pdf>. Their report will be forwarded directly to Village Hall staff.

Contact with local and/or state highway departments may be necessary with the application process. Authority for the location of entrances and exits from property to be rezoned must be obtained from the highway/transportation department having jurisdiction. If a township, county or state road is adjacent to the property subject to rezoning, it may be necessary to dedicate a public right-of-way. Contact information for the correlating agencies are listed below.

Illinois Department Natural Resources  
 The Division of Natural Heritage  
 One Natural Resources Way  
 Springfield, IL 62702-1271  
 (217) 782-6302

Kane-DuPage Soil & Water Conservation District Office  
 2315 Dean Street, Suite 100  
 St. Charles, Illinois 60175  
 (630) 584-7960, Ext. 3

Kane County Division of Transportation  
 41W011 Burlington Road  
 Campton Hills, IL 60175  
 (630) 584-1170

Illinois Department of Transportation - Region 1  
 201 W. Center Court  
 Schaumburg, IL 60196  
 (847) 705-4000



## Attachment A

### Applicant's Agreement with Respect to Fees and Deposits

#### 3-2-1 : FINDINGS:

A. Certain costs are necessarily incurred by the village in processing petitions for annexation, rezoning, planned unit developments, subdivisions, site plans, and other land use matters (the development petition), including, but not limited to, staff costs and fees of planning consultants, engineers, attorneys, building officials, environmental consultants, and other consultants, as well as out of pocket costs of the village such as mailing, photocopying, telephone, publication, recording and other out of pocket costs (collectively "development costs"); and (2013 Code § 1-17-5; amd. 2016 Code)

B. The village board has determined that development costs should be borne by the person filing a development petition ("petitioner") rather than the taxpayers of the village. (2013 Code § 1-17-5)

#### 3-2-2 : TRUST AND AGENCY ACCOUNT:

The village shall establish a trust and agency account (also known as an escrow account): a) for the purpose of accounting for development costs and reimbursement for such costs with subaccounts for each separate petitioner; and b) for the purpose of accounting for other deposits being held in trust from time to time. Such trust and agency account shall be subject to audit as in the case of all other accounts and funds of the village but shall not be part of the budget process of the village. (Ord. O-15-18, 10-6-2015)

#### 3-2-3 : DEPOSIT REQUIREMENTS:

A. Initial Deposit: Whenever the village is asked to consider a development petition, the village administrator, or the designee of the administrator, shall, prior to the time when the village incurs any significant expense for staff or consultants, establish the amount of the petitioner's initial deposit in the trust and agency account of the village (the "initial deposit"). Before any expenses for consultant and out-of-pocket costs are incurred by the village, the petitioner shall pay to the village treasurer the amount of such initial deposit.

B. Second And Subsequent Deposits: Prior to the time when the accrued fees and costs equal the amount of said initial deposit, the village administrator, or the designee of the administrator, shall establish the amount, if any, of a second deposit to the trust and agency account (the "second deposit"). Likewise, prior to the time when the accrued fees and costs equal the amount of said second deposit (and any subsequent deposits), the village administrator, or the designee of the administrator, shall establish the number of subsequent deposits (the "subsequent deposits") to the trust and agency account. (2013 Code § 1-17-5; amd. 2016 Code)

C. Failure To Make Deposits: In the event that the petitioner fails to promptly make the required payments of the initial deposit, the second deposit, or any subsequent deposit, the village may advise all consultants to the village to cease performing any services and incurring any costs relative to the development petition, and the village may postpone or cancel any scheduled hearings, meetings, or considerations of the pending development petition. (2013 Code § 1-17-5)

#### 3-2-4 : INVOICES:

Copies of all invoices submitted to the village by its consultants shall be provided to the petitioner. Any questions as to such invoices must be raised by the petitioner within fourteen (14) days after transmittal of the invoices to the petitioner, and in the absence of such questions within such time, the invoices shall be conclusively deemed acceptable to the petitioner. (2013 Code § 1-17-5)

#### 3-2-5 : REFUNDS:

Whenever it appears that there will not be further development costs incurred relative to a petitioner, the balance in such petitioner's trust and agency account will be refunded to the petitioner. (2013 Code § 1-17-5)

#### 3-2-6 : COPY OF PROVISIONS TOPETITIONER:

At the time that the amount of the initial deposit is established, the petitioner shall be provided with a copy of this chapter and shall deliver to the village the following statement signed by the petitioner: (2013 Code § 1-17-5)



To: Village of Campton Hills

The undersigned, having filed or expecting to file, a development petition with the Village of Campton Hills, certify that I have received a copy of Title 3, Chapter 2 of the Village of Campton Hills Code, have read and understand the same and agree to make the deposits as provided in said Code Chapter, including the following:

Escrow deposit of \$ \_\_\_\_\_

Check # \_\_\_\_\_

Dated: \_\_\_\_\_

Type of Project: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

PIN(s): \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Petitioner's Name: \_\_\_\_\_

Petitioner's Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Petitioner's Signature: \_\_\_\_\_

Office Use: \_\_\_\_\_

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Permit#: \_\_\_\_\_



**Attachment B**

**VILLAGE OF CAMPTON HILLS**

**AFFIDAVIT OF NOTIFICATION**

To: Village of Campton Hills, 40W270 LaFox Rd Ste B, Campton Hills, IL 60175

From: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned, being sworn upon his oath, deposes and says that the list below includes the names and address(es) of all owners of property adjacent or within two-hundred-fifty (250') feet of the property referred to in the Petition.

The property is located at \_\_\_\_\_

PIN NUMBER	PROPERTY OWNER	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach additional sheets, if necessary.

By:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature



This petition is filed pursuant to Chapter 65, Cities and Villages, Section 7-1-1, et seq., of the Compiled Statutes of the State of Illinois.

By:

_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Name	Signature

For each signature, be sure to include the necessary Notary clause/signature and seal provided on the next page.



State of Illinois        }  
                                  } SS  
  
County of Kane         }

I, the undersigned, a Notary Public, in and for said County in the state aforesaid, do hereby certify that

\_\_\_\_\_

\_\_\_\_\_

personally known to me to be the same person(s) whose names are subscribed in the foregoing instrument, appeared before me this day in person and acknowledged that they signed, sealed, and delivered the said instrument as his/her/their free and voluntary act for the uses and purposes therein set forth.

GIVEN under my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, A.D. \_\_\_\_\_

(Notary Stamp)

\_\_\_\_\_

NOTARY PUBLIC

\* \* \* \* \*

FOR VILLAGE USE ONLY:

Received: \_\_\_\_\_  
                                  Date

\_\_\_\_\_

Signature



**Attachment C**

**DONOTRETURNTHISTOTHEVILLAGE– FORTYOUR  
USEINDRAFTINGLETTERS**

Every applicant for rezoning, special use, and/or variance must notify neighboring property owners within two-hundred-fifty feet (250') of the property for the proposed zoning relief. Applicants should provide the neighboring property owners with a brief description of the proposal and a copy of the site plan to help neighboring property owners better understand what is being proposed in their neighborhood (On Applicant's Letterhead).

**EXAMPLE OF NOTIFICATION / INFORMATION LETTER**

*Dear Neighbor:*

(Applicant Name) has submitted an application to the Village of Campton Hills or (type of application) to allow (describe the proposal, use of land, etc.) on the property located at-  
\_\_\_\_\_. A copy of the site plan is enclosed for your information.

The Village of Campton Hills is currently reviewing our application material. If you have any concerns or questions about the proposal for the property, you are encouraged to call (contact for the Applicant) at (contact's telephone number). You will also have an opportunity to comment on the proposal at the Campton Hills Plan Commission meeting scheduled for (date of Planning and Zoning Commission meeting / public hearing) at 7:00 p.m.

Sincerely, (Applicant)