



PLAN COMMISSION-
ZONING BOARD OF APPEALS

APPLICATION PACKET

**Department of Community Development
Village of Maywood
40 Madison Street
Maywood, IL 60153**

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Updated as of 1/2/2013



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TYPICAL PLAN COMMISSION/ZONING BOARD OF APPEALS PROCESS

1. **Preliminary Meeting with Community Development Staff**

A preliminary meeting with Community Development (“CD”) staff should be scheduled to discuss the proposed project and to outline the Plan Commission/Zoning Board of Appeals (“PC/ZBA”) process. At this meeting the petitioner will receive preliminary feedback of the proposal based on the planning documents, policies and Zoning Regulations of the Village of Maywood. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo should be available for review by CD staff.

2. **Submittal of Preliminary Plans**

Following the preliminary meeting with staff, the petitioner should submit **ten** (10) full-sized collated packets of plans for Staff Technical Review Committee (“TRC”) review. **One** additional set at no larger than 11” by 17” shall be submitted for distribution purposes to the various departments for review (see *Petitioner’s Submittal Checklist*).

3. **Technical Review Committee**

Within three weeks of receiving your complete preliminary submittal, the Staff Technical Review Committee will review your petition and send you a written summary of suggested revisions or additional information that is required to proceed through the PC/ZBA process. You may then be required to resubmit additional information and/or revised plans for further review.

4. **Village Board Review**

All Village owned properties and economic development projects, Special Use, PUD, rezoning requests and significant number of variation requests, projects with a history of denials must first be reviewed by the Village Board at an LLOC meeting prior to going to the Village’s Plan Commission/Zoning Board of Appeals process.

5. **Final Submittal for Public Hearing**

Following the Staff Technical Review Committee review, ten (10) additional full-sized copies of final revised plans and **one** reduced (11”x17”) copy must be submitted by, the deadlines date of the attached schedule, **prior** to the anticipated public hearing along with three original signed copies of the Petition for PC/ZBA application form (contact CD staff to confirm the hearing date). Prior to submitting all application materials, the petitioner may choose to submit one complete set of application materials and plans to CD to ensure that they are in compliance with submittal requirements.

6. **Plan Commission/Zoning Board of Appeals Hearing**

When issues from all departmental reviews are resolved, a PC/ZBA hearing is scheduled and noticed. The Village will place a notification sign on the subject property and place a public hearing notice in the local newspaper. It is the petitioner’s responsibility to mail notification letters to all property owners within 350 feet of the property. The report of the Technical Review Committee will be available prior to the PC/ZBA Meeting. The PC/ZBA holds a Public Hearing at which the petitioner makes a formal presentation to the Commission and answers any questions concerning the proposal (see General Procedures for Public Hearing). The PC/ZBA will make a motion forwarding findings and a recommendation to the Village Board.

7. **Village Board Workshop/Meeting**

For those petitions requiring Village Board action, following the recommendation by the PC/ZBA, the petition will be scheduled for a Village Board Legal, License and Ordinance Committee (LLOC) meeting, (typically within 60 days after the PC/ZBA hearing). The PC/ZBA findings of fact and recommendation is drafted and forwarded to the Village Board for review along with copies of all application materials and a transcript of the PC/ZBA hearing. At the LLOC meeting, the petitioner may present the project to the Village Board, and staff will present the findings of the PC/ZBA. Following the LLOC meeting, the petition will be placed on the agenda of a regular meeting of the Village Board for consideration. The Village Board makes the final decision on the proposal and is the only Village body that can legally do so.



Plan Commission/Zoning Board of Appeals 2013 Calendar

| DEADLINE APPLICATION | TRC MEETING | LLOC MEETING DATE | NEWSPAPER DEADLINE | NEWSPAPER PUBLICATION | MEETING DATE |
|----------------------|---------------|-------------------|--------------------|-----------------------|---------------|
| Nov. 15 2012 | Dec. 5 2012 | Dec. 12 2012 | Dec. 31 2012 | Jan. 4 2013 | Jan. 22 2013 |
| Dec 13 2012 | Dec 27 2012 | Jan 9 2013 | Jan. 28 2013 | Feb. 8 2013 | Feb. 26 2013 |
| Jan. 17 2013 | Jan. 30 2013 | Feb. 6 2013 | Feb. 25 2013 | March 8 2013 | March 26 2013 |
| Feb. 13 2013 | Feb. 27 2013 | March 6 2013 | March 25 2013 | April 5 2013 | April 23 2013 |
| March 14 2013 | March 27 2013 | April 3 2013 | April 29 2013 | 10-May-13 | May 28 2013 |
| April 11 2013 | April 24 2013 | May 1 2013 | May 27 2013 | June 7 2013 | June 25 2013 |
| May 23 2013 | June 5 2013 | June 12 2013 | June 24 2013 | July 5 2013 | July 23 2013 |
| June 20 2013 | July 2 2013 | July 10 2013 | July 29 2013 | Aug. 9 2013 | Aug. 27 2013 |
| July 18 2013 | July 31 2013 | Aug. 7 2013 | Aug. 26 2013 | Sept. 6 2012 | Sept. 24 2013 |
| Aug. 15 2013 | Aug. 28 2013 | Sept. 4 2013 | Sept. 23 2013 | Oct. 4 2013 | Oct.22 2013 |
| Sept. 12 2013 | Sept. 24 2013 | Oct. 2 2013 | Oct.28 2013 | Nov. 8 2013 | Nov. 26 2013 |

FEES

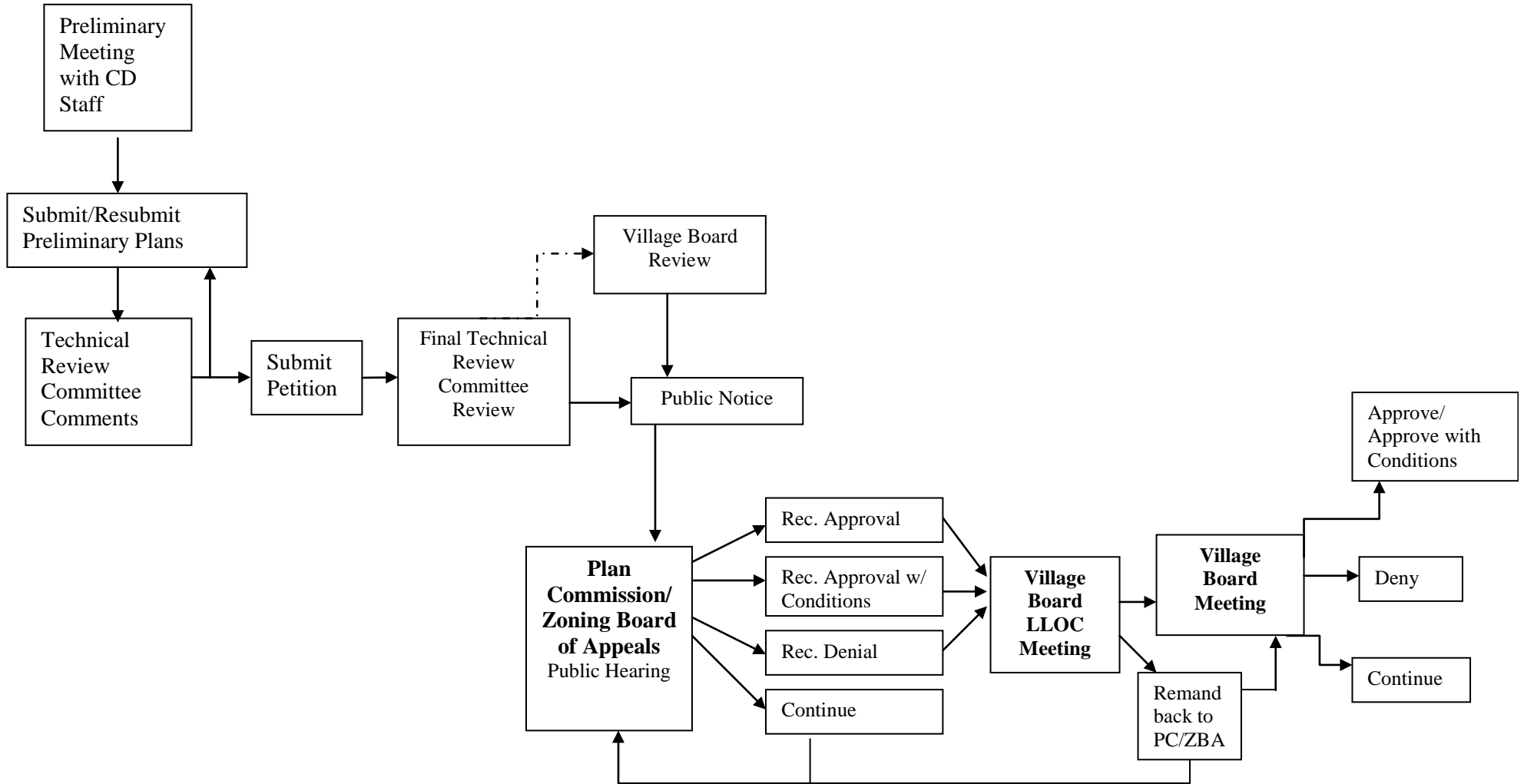
In accordance with 151.99 of the Village Code, the following fees are applicable for the various zoning applications. These are provided only for reference and may not be the most accurate. Please check with the Village for official information.

| APPLICATION | ZONING ORDINANCE SECTION | FEE |
|---|--------------------------|---|
| ZONING AMENDMENT | | |
| Text Amendment | Section 4.2 | \$1200 |
| Map Amendment – To Rezone to R-1, R-2 & R-3 Districts | Section 4.2 | \$600 |
| Map Amendment – To Rezone to Any Other District | Section 4.2 | \$1200 |
| ZONING VARIANCE | | |
| Variance – Single-Family & Two-Family | Section 4.3 | \$600 |
| Variance – All Others | Section 4.3 | \$600 |
| SPECIAL USE (EXCEPT PLANNED UNIT DEVELOPMENT) | Section 4.4 | \$600 |
| PLANNED UNIT DEVELOPMENT | Section 5 | \$1,200 + deposit for costs (see Section 3.2.D. of Zoning Code) |
| SITE PLAN REVIEW | | |
| Site Plan Review – Single-Family & Two-Family | Section 4.6 | \$200 |
| Site Plan Review – All Others | Section 4.6 | \$400 |
| SIGN REVIEW & PERMIT | Section 4.7 | \$100 |
| ZONING PERMIT | Section 4.8 | \$100 |
| ZONING INTERPRETATION | Section 4.9 | \$50 |
| ZONING APPEAL | Section 4.10 | \$500 |
| TEMPORARY USE PERMIT | Section 12.6 | \$100 |



PLAN COMMISSION/ZONING BOARD OF APPEALS PROCESS FLOW CHART

Special Uses, Variations, Rezoning, and Planned Unit Developments





MEETING SCHEDULE

Plan Commission/Zoning Board of Appeals

The **Village of Maywood Plan Commission/Zoning Board of Appeals** generally meets on the **Fourth Tuesday** of each month at **7:00 P.M** in the **Village Council Chambers**, 125 S. 5th Avenue, Maywood, IL 60153.

Village Board of Trustees LLOC Meeting

The **Village of Maywood Village Board of Trustees LLOC Meetings** are held on the **Second and Fourth Wednesday** of each month at **7:00 P.M** in the **Village Council Chambers**, 125 S. 5th Avenue, Maywood, IL 60153.

Village Board of Trustees Meeting

The **Village of Maywood Board of Trustees** meetings are held on the **First and Third Tuesdays** of each month at **7:00 P.M** in the **Village Council Chambers**, 125 S. 5th Avenue, Maywood, IL 60153.





Village of Maywood

Department of Community Development

PLAN COMMISSION/ZONING BOARD OF APPEALS GENERAL PROCEDURES FOR PUBLIC HEARINGS

Anyone wishing to speak must be sworn in. Those speaking are asked to use the microphone and to speak clearly. Please begin by stating your name, address and note if you have been sworn in. Being sworn in does not obligate you to speak, but you must be sworn in should you decide to speak.

The PC/ZBA may impose reasonable limitations on evidence or testimony, such as time limits and barring repetitious, irrelevant or immaterial testimony. Time limits, if imposed, shall be fair and equally administered.

The following process will be followed for each petition on the agenda:

1. The public hearing will be called to order.
2. Anyone wishing to speak will be sworn in.
3. Village Staff will present their report regarding the petition, after which the PC/ZBA may ask questions of the Staff.
4. The Petitioner will present testimony regarding their petition, after which the PC/ZBA may question the Petitioner and any of the Petitioner's witnesses.
5. Members of the public may question the Petitioner and/or any of the Petitioner's witnesses and offer any sworn testimony (comments, opinions, etc.).
6. After the public has completed its commentary, the PC/ZBA may question any member of the public who has spoken regarding their testimony.
7. The Petitioner may then cross-examine any member of the public who has spoken.
8. The Petitioner is afforded an opportunity to make a closing statement.
9. Motion.
10. Deliberation by the PC/ZBA.
11. Clarifying or summary comments by each Commissioner (optional).
12. Roll Call Vote.

Note: These general guidelines are provided as an aid to those in attendance at Plan Commission/Zoning Board of Appeals meetings, to help them to follow and participate in the public hearing process. These guidelines are not binding and may be amended or deviated from as the Commission determines to be necessary. For a more formal outline and further information on Public Hearing procedures, see Section 3.4 of the Zoning Ordinance of the Village of Maywood.



PETITION
Plan Commission/Zoning Board of Appeals

FILE NO. _____
DATE FILED _____

- 1. Applicant _____ Daytime Phone _____
Mailing Address _____
Email Address _____
2. Owner(s) of Record _____ Daytime Phone _____
Mailing Address _____
Owner(s) of Record _____ Daytime Phone _____
Mailing Address _____
3. Applicant is: [] Owner [] Attorney [] Other Agent (please specify) _____
(Note: A letter of authorization from the owner(s) of record must be attached)
4. Applicant Relationship to owner _____
5. Address/Location of Subject Property _____
6. Permanent Index Number(s) of Subject Property _____
7. Present Zoning Classification _____ Proposed Zoning Classification (if applicable) _____
8. Zoning Designations and Uses of properties to the North _____ South _____
East _____ West _____
9. Current Use _____ Proposed Use (if applicable) _____
10. Lot Square Footage _____ Building Square Footage _____
11. Explanation of Relief requested _____
12. Ordinance Section _____

APPLICATION MUST BE FILED IN TRIPLICATE (one original and 2 copies) WITH ORIGINAL SIGNATURES

I hereby certify that the above statements and all accompanying statements and drawings are true and correct to the best of my knowledge. I hereby consent to the entry in or upon the premises described in this application by any authorized official of the Village of Maywood for the purpose of securing information, posting, maintaining and removing such notices as may be required by law.

Applicant Signature

Date

Please note that advertisement of proposed projects prior to Village approval in no way creates an obligation for Village approval. Any advance promotion of a project is done at the risk of the petitioner.



Plan Commission/Zoning Board of Appeals PETITIONER'S SUBMITTAL CHECKLIST

Project Title: _____

Project Contact: _____ Phone: _____

Submittal Guidelines:

This is a general checklist. Other items pertaining to your case may be necessary. The Plan Commission and/or Village Board may request additional information. ALL PETITIONERS ARE URGED TO REVIEW THE MATERIAL IN THIS PACKAGE AND The Village of Maywood Zoning Ordinance. Petitions for Planned Unit Developments must be filed in accordance with the Maywood Zoning Ordinance.

- **Ten** (10) collated packets of full-size plans shall be submitted for Technical Review Committee review. **One additional** set at no larger than 11" by 17" shall be submitted for distribution purposes. If revised plans are necessary, **ten** (10) additional full size sets must be submitted for further review.
- **Ten** (10) additional 11" x 17" sets of all plans (including all revisions) must be submitted by the date of the PC/ZBA calendar for the date being requested for the anticipated public hearing with the Petition for PC/ZBA application.
- The maximum plan size shall be 24 inches by 36 inches (must be folded to 8 ½ by 11 inches for submittal).

Each drawing, shall include the following basic information:

- Project name
- Approximate Address
- Drawing Title and Sheet Number
- Scale, both in numerals and graphic
- North arrow
- Date and latest revision date, if any
- Name of person(s) preparing the drawing, professional registration or affiliation, address and phone number
- Name, address and phone number of the property owner and/or applicant

Attach the following for all petitions (as required):

Required Not Applicable

 1. PETITION FOR PLAN COMMISSION/ZONING BOARD OF APPEALS
 The Petition for PC/ZBA must be filed in triplicate with original signatures on all three copies.

 2. PROOF OF OWNERSHIP
 A Letter of Authorization from the Owner of Record is required if an agent is designated or if the Owner's signature is not on the petition. A Land Trust Disclosure form must be included if applicable.

 3. APPLICATION FEE
 Fees are listed on the Petition for PC/ZBA and are based on the type(s) of petition(s) requested.

4. LEGAL REGISTERED SURVEYOR’S “PLAT OF SURVEY”

Two copies of a **certified current*** plat of survey prepared by a surveyor including:

- a. Legal Description of the site
- b. Acreage/Site Area
- c. Dimensioned Boundaries of the Subject Site
- d. Property lines
- e. Easements, if any
- f. Adjacent road right-of-ways
- g. Overhead and Underground Utilities (sanitary sewer, water main, storm sewer, electric, telephone, gas, cable television, and street lights)

***Current plat of survey is dated within ONE YEAR of application with no alterations.**

5. PROJECT SUMMARY/NARRATIVE LETTER

A written overview of the project and summary of evidence must be submitted in the form of a cover letter that makes reference to submitted plans and exhibits. The letter shall also include a summary of the evidence which the petitioner proposes to offer in order to demonstrate compliance with the conditions for approval in applicable sections of the Village Code as well as justification for any requested Special Use, Variation, Planned Development, etc.

6. CERTIFICATION OF PUBLIC NOTICE INFORMATION AND LIST OF SURROUNDING PROPERTY OWNERS (as required by Section 3.3)

The applicant shall be responsible for mailing proper notice. Notice shall be sent by certified mail, properly addressed to the owners as shown in the records of the Cook County Recorder and on the tax assessor’s rolls, with sufficient postage affixed thereon and with return receipt requested. The applicant shall provide an affidavit to the Village stating that notice was mailed to every property within three-hundred fifty (350) feet of the subject property. The applicant shall also provide the Village with a list of names, addresses and property identification numbers (PIN) of all notice recipients.

7. PRELIMINARY PLANNED UNIT DEVELOPMENT (PUD Sec. 5.6(c))

1. Minimum Requirements

Every Preliminary Plan shall contain the following:

- a. A plat of survey of the parcel or parcels of land comprising the zoning lot that is less than one (1) year old. The plat shall be drawn to scale showing the actual dimensions of this zoning lot, including all parcels or lots within the zoning lot. The plat shall be drawn in accordance with the recorded plat of such land.
- b. Proof of ownership.
- c. A site location map drawn to an appropriate scale showing the proposed planned unit development in relation to surrounding streets and property located within three hundred (300) feet in all directions of the development site. The map shall indicate the location, yards, height and land use of all existing buildings and structures immediately adjacent to the development site.
- d. A site plan drawn to an appropriate scale showing:
 - i. The location, ground area, height, bulk and approximate dimensions of all existing and proposed buildings and structures within the planned unit development.
 - ii. The use or uses to be made of such existing and proposed buildings and structures.
 - iii. The dimensions of all perimeter yards and the distance between all buildings and structures.
 - iv. The location and dimensions of all pedestrian walkways, driveways, streets, parking and loading facilities, including the number of parking

spaces serving each building or land use type and all parking related screening and landscaping.

v. The location, height, design and illumination characteristics of all external lighting fixtures within the development.

vi. The location and dimensions of any areas proposed to be conveyed, dedicated or reserved for parks, parkways, playgrounds, places of worship, school sites, public buildings or for any other public or quasi-public use.

e. Typical building elevations and schematic design presentations indicating the general architectural character of all proposed structures, including proposed building materials.

The drawings need not be the result of final architectural decisions.

f. A traffic circulation plan and traffic impact analysis prepared by a qualified professional indicating the proposed movement of vehicles, goods and pedestrians within the planned unit development, and to and from adjacent streets, and the impact of the proposed planned development upon existing traffic patterns. Such studies shall also include an examination of the adequacy of on-site parking facilities, vehicular circulation patterns and pedestrian access and safety.

g. A drainage plan prepared by a qualified professional indicating the manner in which surface drainage will be controlled and managed, consistent with all Village and other governmental jurisdictions, regulations and requirements.

h. A utilities study prepared by a qualified professional indicating the adequacy of the utility systems serving the proposed planned unit development, including water distribution lines, sanitary sewers and storm water drainage facilities.

i. A landscape plan prepared by a qualified landscape architect indicating the general character of all proposed landscaping, screening and fencing, including all open space areas around buildings and structures. Said landscape plan need not be the result of final architectural decisions.

j. A separate schedule setting forth any proposed exceptions to any Village regulations. This schedule shall cite by Section number each regulation from which an exception is sought.

k. An exterior lighting plan.

8. FINAL PLAN – PLAN UNIT DEVELOPMENT

Within one (1) year following the approval of the Preliminary Plan the applicant shall file with the Zoning Administrator a Final Plan containing, in final form, the information required for the Preliminary Plan. If the planned unit development is to be developed in phases, the applicant need only file a Final Plan for the first phase of development, as indicated in the development and construction schedule prescribed IN Section 5.6(i)(h). The Final Plan for the remaining phases shall be filed in accordance with the development and construction schedule. See section 5.6(D) for required information and documentation for all final plans for Planned unit Developments.

9. COLOR RENDERINGS

Color renderings of a proposed project should be provided prior to Plan Commission/ZBA consideration (as required by Staff).

10. DECLARATIONS OF EASEMENT

A draft of any declarations of easement relating to public improvements or common elements or facilities must be included.

Attach the following for petitions for Planned Unit Developments involving subdivisions of Lots:

Required Not Applicable

11. SITE PLAN OF LOT DIVISION/CONSOLIDATION

A sketch of the proposed lot split or lot reconfiguration including dimensioned boundaries of the two proposed resulting lots, any structures to remain and any resulting setback dimensions. A full property survey of the existing conditions and improvements must be attached to the proposal.

12. PLAT OF EASEMENT AND LEGAL DESCRIPTION

A sample legal description shall be provided of the two or more proposed lots. A ten (10) foot easement shall be required when the property does not maintain a public alley at the rear adjoining the rear property line.

13. STANDARDS

Complete Approval Standards document.

If after reviewing this checklist you have additional questions about the PC/ZBA process, please call the Department of Community Development at (708) 450-4405.



AFFIDAVIT OF PUBLIC NOTICE INFORMATION

(Public Notification for Public Hearings is required by the Zoning Ordinance of the Village of Maywood and Illinois Statute and incomplete or inaccurate property owner information, from which notification is made, can invalidate a Public Hearing.)

I, _____, attest, as the petitioner or authorized representative of the petitioner, as part of a complete application for the Village to consider proposed project at _____ (address/property location) , that due care was given to identifying the most current list of property owners that are required to be notified per Section 3.3 of the Zoning Ordinance of the Village of Maywood, including their respective mailing addresses and Parcel Identification Numbers (PIN), that this complete and accurate list is hereby transmitted to the Village as an attachment to this Affidavit and that notice was sent by or on behalf of the petitioner via Certified Mail to all owners on the list in conformance with the requirements of Section 3.3 of the Zoning Ordinance.

Project Title/Description: _____

Project Proposed Address: _____

Attest: _____

Printed Name of Petitioner or Authorized Representative

Signature of Petitioner or Authorized Representative

Date

Subscribed and Sworn To
Before Me This ___ Day
Of _____, 201__

Notary Public

Date Received (Village Use Only) Staff Initials _____



LAND TRUST DISCLOSURE FORM

The property to which this application relates is/is not the subject of a land trust as defined in Section 765 ILCS 405 of the Illinois Compiled Statutes, "The Land Trust Beneficial Interest Disclosure Act." If the foregoing statement was completed in the affirmative, the following statement shall be completed and verified:

I, _____, as trustee/beneficiary of
_____ Trust Number _____,

pursuant to Section 765 ILCS 405 of the Illinois Compiled Statutes, being first duly sworn, hereby state and represent that the person/persons, Body/Bodies Politic, corporation/corporations or other entity/entities below designated is/are the beneficiary/beneficiaries of said land trust, that the beneficiary/beneficiaries designated by a checkmark hold/holds the power of direction created therein, and that no beneficiary holds a beneficial interest as nominee for a person, Body Politic, corporation or other entity not named herein.

Project Title/Description _____ **Project Address:** _____

| NAME | ADDRESS | INTEREST |
|-------|---------|----------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Subscribed and sworn to _____ (SEAL)

before me this _____ day
of _____, 20__

Notary Public