

# APPLICATION

## PLAN COMMISSION OF ARLINGTON HEIGHTS



VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
ARLINGTON HEIGHTS, ILLINOIS 60005  
Phone: (847) 368-5200  
Fax: (847) 368-5988

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**EFFECTIVE JANUARY 1, 2023**

All plans, reports and required documents for submittal shall be provided electronically (via flash drive), plus one (1) printed set as outlined within this application.

## TYPICAL PLAN COMMISSION PROCESS

1. The project applicant (petitioner) first meets with a representative of the Planning Department to discuss the proposal and to determine the necessary process for approval. A concept plan consisting of scaled sketches, existing and proposed site data and preferably a site photo, should be available for review by a planner.
2. Upon preliminary review of the proposed project by the planning staff, the Staff Development Committee (SDC) will review the proposal and inform the petitioner of any major issues that need to be addressed. The petitioner is not involved in this meeting but will be given the SDC report that outlines preliminary issues that must be addressed. The SDC, which consists of all Village Department Directors, meets weekly to discuss proposed development.
3. After SDC feedback has been provided, the petitioner can reach out to staff to schedule a meeting with the Conceptual Plan Review Committee. This meeting is an informal "round table" session with a subcommittee of the nine Plan Commission members, a staff representative, and the petitioner. The petitioner must submit a project narrative and conceptual plans electronically, plus one (1) printed set of conceptual plans to the Planning Department at least two weeks prior to this meeting. Printed drawings should be no larger than 24" x 36" (1/2 size, 1/2 originally drawn scale drawings are preferred). The purpose of this meeting is to give the petitioner an indication of how the project might be viewed by the entire Plan Commission before the petitioner incurs the expense of preparing detailed plans.
4. After resolving issues raised in the Conceptual Plan Review Committee meeting, the petitioner submits one complete set of application materials and plans to the Planning Department to ensure that they are in compliance with Village submittal requirements. This can be done in a short meeting with the project planner or via email. If the application package is complete, the petitioner submits a formal Plan Commission application electronically, and one (1) full sized and to-scale set of all required plans, application materials and documents to the Planning Department. Plans should be no larger than 24" x 36". If it is determined that the documents are in compliance with Village codes, a Plan Commission hearing will be scheduled. If changes are required, the petitioner shall resubmit revised plans for another departmental review.

Some projects will require Design Commission (DC) review. Applications for projects requiring Design Commission review could be submitted following the Conceptual Plan Review Committee meeting. (For more information on the Design Commission process, refer to the Design Commission Application.)

Some projects will require Housing Commission (HC) review. If compliance with the Inclusionary Housing Regulations is required, an Inclusionary Housing Plan must be submitted as part of the Plan Commission application. An appearance before the Housing Commission should be completed prior to the public hearing with the Plan Commission.

5. When issues from the departmental review are resolved, a Plan Commission hearing is scheduled. All public notice requirements must be fulfilled by the petitioner. The petitioner shall place a notification sign on the subject property and mail notification letters to all property owners within 250' of the property. The Village places a public notice in the local newspaper.
6. The Plan Commission holds a public hearing to review the proposal. A final set of fully compliant plans and resolved department comments must be submitted electronically 14 days prior to the hearing. At the hearing, the petitioner or a designated representative makes a formal presentation to the Commission and answers any questions concerning the proposals. A PowerPoint presentation, in standard format, must be provided to staff two days prior to the hearing date.
7. If the petition is approved, it is forwarded to the Village Board of Trustees (see page 1A of application packet for submittal requirements). A PowerPoint presentation, in standard format, must be provided to staff no less than 2 days prior to the Village Board meeting date. The petitioner or designated representative must be present at this meeting to answer questions from the Board of Trustees. The Board makes the final decision on the petitioner's proposal and is the only Village body that can legally do so.
8. Upon Board approval, an ordinance is drafted and forwarded to the Village Board for their approval at the next Board meeting. The petition is formally approved and an application for building permit may be submitted to the Building and Zoning Department.

# PETITIONER'S CHECKLIST

ALL PETITIONERS ARE URGED TO REVIEW THE MATERIAL IN THIS PACKAGE AND CHAPTER 28 (ZONING) AND CHAPTER 29 (SUBDIVISION) OF THE MUNICIPAL CODE.

## REQUIRED APPLICATION MATERIAL

1. **Application Fee**
2. **Ownership Information** – one of the following items must be provided for every project whether owned or leased:
  - a) Warranty Deed
  - b) Trust
  - c) Title Policy
  - d) Fully Executed Lease, or
  - e) Fully Executed Contract to Purchase
3. **Ownership Affidavit**
4. **Current Plat of Survey**
5. **Project Description** – a one to two page narrative describing the project, including a project timeline and anticipated date of completion. For developments involving a business, please include details on the anticipated hours of operation, number of employees, and general business details. For developments involving new construction, please provide details on the height and size of the proposed structure(s), number of stories, and number of units and tenancy structure (rental or condo – if residential). For all projects, please identify if any green features or sustainable design elements will be included.
6. **Annexation Plat and Petition** (if applicable)
7. **Preliminary and Final Subdivision Plats** (if applicable)
8. **Application form with department comment sheets and the Site Visit Authorization Form.**
9. Provide **written justification for Special Use, Land Use Variation, or other Variations.** (See page 2B)
10. **Preliminary Drawings** – Not to exceed 24" x 36" sheet size.
  - a) Detailed **Site Plan** indicating all site improvements such as sign locations, screened trash container areas, loading docks, fire lanes, area lighting, parking, handicapped parking, all dimension and project data, i.e. building area, land area, FAR, coverage, parking calculations, etc.
  - b) Preliminary **Engineering Site Plans**, including preliminary detention calculations and fire truck turning radius exhibits (where applicable). Please contact Engineering Division for details.
  - c) **Floor Plans**, not working drawings.
  - d) **Building elevations** indicating height and building materials.
  - e) **Color rendering.**
  - f) **Building section** (multi-floor structures only).
  - g) **Landscape Plan** prepared on a separate sheet, indicating species, plant location, quantity, size and spacing.
  - h) **Photometric Plan**
  - i) **Tree Preservation Plan**
11. **Traffic and Parking Study** (when applicable) signed and sealed by P.E.
12. **Market Study** (as determined by the Village) for Special Use petitions and as needed for specific developments.
13. **Inclusionary Housing Plan** (when applicable): For all Covered Development Projects, details on affordable housing units shall be required (see page 2A). A "Inclusionary Housing Guidelines" document is available from the Department of Planning & Community Development, which includes further details on affordability requirements.
14. **USB Flash Drive** containing all documents included within the Plan Commission application submittal.
15. **After submission of a complete application** – List of property owners within 250-feet (excluding street right-of-ways) of the subject property. List name, street address, and PIN number. If any part of a condominium property is located within 250-feet of the subject property, written notification shall be sent to each taxpayer of record of the condominium as well as to the Condominium Association. Staff will provide details on how to obtain this information once a completed application is received.

SUBMIT ELECTRONICALLY, PLUS ONE (1) PRINTED SET OF THE INFORMATION ABOVE TO THE DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT FOR REVIEW TO DETERMINE COMPLETENESS OF APPLICATION BEFORE SUBMITTING COPIES FOR DEPARTMENTAL REVIEW.

**INCOMPLETE APPLICATIONS CANNOT BE ACCEPTED**

## INCLUSIONARY HOUSING

The Village of Arlington Heights seeks to promote adequate housing for all the community's people; to create and/or maintain sound viable neighborhoods, to meet the needs for housing by increasing the number of housing units for low and moderate income families and individuals; and to expand housing opportunities for all members of the community.

The Village Code Chapter 7, Article XVII Inclusionary Housing and the accompanying Inclusionary Housing Guidelines require that new residential single-family and multi-family developments include a certain percentage of dwelling units that are affordable to low-income or moderate-income households or to make a payment in accordance with the Inclusionary Housing Ordinance.

At the same time as their first submittal to the Village for any reason related to a new, multi-family, covered development project an Inclusionary Housing Plan shall be submitted that includes information about the size of the development, number and sizes of units, locations of affordable units, pricing, construction phasing of affordable units, and interior and exterior finishes.

For additional information, including details of the information to be covered in the Inclusionary Housing Plan, see the following:

- Inclusionary Housing Ordinance, #2020-025 codified in Arlington Heights Village Code Chapter 7, Article XVII, Section 7-1701 through 7-1711
- Inclusionary Housing Guidelines, February 2023

## REVIEW CRITERIA

### SPECIAL USE CRITERIA

1. That said special use is deemed necessary for the public convenience at this location.
2. That such case will not, under any circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity.
3. That the proposed use will comply with the regulations and conditions specified in this ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.

### LAND USE VARIATION CRITERIA

*(ALSO APPLIES TO ZONING CODE VARIATIONS)*

1. The proposed use will not alter the essential character of the locality and will be compatible with existing uses and zoning of nearby property.
2. The plight of the owner is due to unique circumstances, which may include the length of time the subject property has been vacant as zoned.
3. The proposed variation is in harmony with the spirit and intent of this Chapter.
4. The variance requested is the minimum variance necessary to allow reasonable use of the property.

# FEE SCHEDULE

<u>REQUEST</u>	<u>PROPERTY SIZE</u>	<u>FEE</u>
Rezoned to R-E, R-1, R-2 or R-3	ALL	\$900
Rezoning to all Other Classifications	0 – 1.99 acres	\$900
	2 – 4.99 acres	\$1,100
	5 – 9.99 acres	\$1,300
	10 – 14.99 acres	\$1,500
	15 + acres	\$1,700
Planned Unit Developments (PUDs)	0 – 4.99 acres	\$1,200
	5 – 9.99 acres	\$1,400
	10 – 14.99 acres	\$1,600
	15 + acres	\$1,800
Land Use Variations (& Amendments)	0 – 1.99 acres	\$900
	2 – 4.99 acres	\$1,100
	5 – 9.99 acres	\$1,300
	10 – 14.99 acres	\$1,500
	15 + acres	\$1,700
PUD Amendments	0 – 4.99 acres	\$1,200
	5 – 9.99 acres	\$1,400
	10 – 14.99 acres	\$1,600
	15 + acres	\$1,800
Special Use Permits (& Amendments)	Under 3,000 Sq. Ft. (gross)	\$500
	3,000 + Sq. Ft. (gross)	\$850
	All drive-throughs	\$1,000
Subdivisions	ALL	\$900 +\$55 for each newly created lot
Consolidations	ALL	\$300

## ACCEPTANCE OF APPLICATION

When the Director of the Planning and Community Development Department or their designee determines that the application is complete, the Petitioner shall submit a complete electronic set, and one (1) printed set of the required material for Departmental Review. Copies of staff comments will be sent to the petitioner after completion of Village review. If revisions are necessary, the application materials shall be resubmitted and all revisions shall be clearly marked.

A Public Hearing will be scheduled only when all revisions have been completed by the Petitioner.

## NOTIFICATION REQUIREMENTS

The Petitioner is required to notify the Department of Planning and Community Development and all property owners (or taxpayers of record) within 250 feet of the subject property after the Plan Commission hearing date has been scheduled. Right-of-way widths are not included in the measurements for notification purposes.

The Petitioner is also required to post a Public Hearing Notice sign(s) on the subject property as required by the Arlington Heights Zoning Code. The notification and posting of the public notice sign must be done no more than thirty (30) and no less than fifteen (15) days prior to the Public Hearing date.

The applicant shall submit to the Department of Planning and Community Development, no later than fifteen (15) days prior to the Public Hearing date, the notification affidavit, a photocopy of the mailed notice, a copy of the PIN list and corresponding addresses to where notification was sent, and a photograph of the public notice sign(s).

**FAILURE TO COMPLY WITH THE NOTIFICATION REQUIREMENTS WILL CAUSE THE PUBLIC HEARING TO BE POSTPONED.**



# SAMPLE LETTER

Sample letter to be served by the petitioner or petitioner representative to the last known taxpayer or property owner or owners of record and all Condominium Associations located within 250 feet of the subject site, not more than thirty (30) nor less than fifteen (15) days before the scheduled public hearing.

This notice is to be sent First Class Mail with a proper return address on the envelope.

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

## NOTICE OF PUBLIC HEARING

Please be advised that a petition has been filed with the Village of Arlington Heights for: (Insert Rezoning, Subdivision, Planned Unit Development, Special Use and/or Land Use Variation)

The location of the property is: \_\_\_\_\_  
*(Insert Address and/or Common Name)*

(Insert Address and/or Common Name) is the beneficial owner of the property.

At the public hearing, the Plan Commission will accept and consider all testimony and evidence pertaining to the application, and will consider any zoning actions or relief that may be necessary or convenient to allow development of the type described in this notice, or development that is less dense than the type described in this notice, including, without limitation, special use permits, variations, map or text amendments, or other special approvals.

This hearing is open to the public and comments from the public on the proposal are invited. Hearing on said petition will be held by the Arlington Heights Plan Commission at the Municipal Building, 33 South Arlington Heights Road, Arlington Heights, Illinois, 3<sup>rd</sup> floor, at \_\_\_\_\_ PM, on Wednesday, \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, (847) 368-5793 (Voice) or 847-368-5980 (Fax) or [emercado@vah.com](mailto:emercado@vah.com)

# SAMPLE SIGN

Size to be approximately 30" high by 48" wide.

Letters and Spaces must be 1" and 1 ½ " minimum size.

1.5" in Height	{	<b>NOTICE OF PUBLIC HEARING</b>	
1" in Height		<b>Hearing for:</b>	
1.5" in Height	{	<b>Hearing Location:</b>	<b>Arlington Heights Municipal Building 33 S. Arlington Heights Road</b>
1.5" in Height		<b>DATE:</b>	<b>TIME:</b>
	{	<b><u>PUBLIC ATTENDANCE &amp; COMMENTS INVITED</u></b>	
1" in Height		<b>For details call:</b> _____	<b>Or:</b> <b>Village of Arlington Heights Department of Planning and Community Development Phone: (847) 368-5200</b>
		<b>(Petitioner's Name &amp; Phone #)</b>	

1. Sign must state current zoning action requested, date, time, and place of hearing.
2. Sign must be posted on private property facing adjacent roadway(s) fifteen (15) days prior to the hearing date, (i.e. if corner lot, one sign must be provided facing each adjacent roadway).
3. Sign must be removed by ten (10) days after the final hearing.
4. Photo must be taken of sign (s).
5. Sign must be on a flat hard surface that is readable.

# HOW TO AVOID POSTPONEMENT

## 1. Proof of Ownership

- a) A current title opinion from a title company or from Torrens is required.
- b) If the petitioner is not the record owner, they (petitioner) must have a letter of authority from the owner or owners. If there is more than one owner, all parties must sign a letter of authority to appear on their behalf.
- c) If title is in a land trust, a copy of the Trust Agreement certified by the trustee, together with evidence of all current ownership of beneficial interest and letter of authorization to appear before the Plan Commission is required.

## 2. Notification

- a) Proper notification must be mailed to all property owners within 250 feet of the subject property, measured from the property line and excluding any right-of-ways. If any part of a condominium property is located within 250 feet of the property which is the subject of the hearing, written notification shall be sent to each taxpayer of record of the condominium as well as to the Condominium Association. A copy of the letter and a mailing list of owners notified must be presented together with an affidavit certifying that these have been mailed. A map indicating the subject area and notification area must be submitted to the Department of Planning and Community Development.

## 3. Plan Review

- a) Petitioner's plans must be reviewed by the Village staff.
- b) Petitioner should review the comments of the various Village departments and make any necessary revisions to their plans before the public hearing.
- c) Petitioner must provide for all necessary public improvements such as streets, sidewalks and lighting.
- d) Petitioner must give sufficient consideration to screening and landscaping with identification by species of plant.
- e) Petitioner must secure approval from the Director of Engineering for engineering related items where applicable.
- f) Petitioner must comply in all respects to the Zoning and Subdivision Control Regulations so that they are in strict conformance.

***FAILURE TO COMPLY WITH THE APPLICATION REQUIREMENTS WILL CAUSE POSTPONEMENT OF YOUR PUBLIC HEARING. IF YOU SHOULD HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT THE PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT AT (847) 368-5200.***

# PLAN COMMISSION PUBLIC HEARING

## GENERAL PROCEDURES FOR PLAN COMMISSION PUBLIC HEARINGS

1. Pledge of Allegiance
2. Roll Call  
Roll Call taken of all Plan Commissioners.
3. Formal Announcement  
Exact description of the hearing, as published, including date of publication and name of newspaper.
4. Petitioner Identified  
Establish if petitioner is present and ready to proceed. Determine the following:
  - a) Principal spokesperson.
  - b) Others who will testify
5. Swear In  
All who will testify
6. Petitioner's Presentation  
Begin with the following:
  - a) Documents establishing ownership or interest in property involved.
  - b) Evidence of notification to surrounding landowners.
7. Departmental Reports  
Comments from various Village departments.
8. Plan Commissioners  
Questions and comments.
9. Audience  
Comments and questions. Begin with anyone who purports to represent a group (such as a homeowners' association).
10. Plan Commissioners  
Final Deliberation.
11. Motion  
Final disposition.

**AFFIDAVIT OF OWNERSHIP**

COUNTY OF COOK        )  
                                  )  SS  
STATE OF ILLINOIS     )

I, \_\_\_\_\_, under oath, state that I am

\_\_\_\_\_ the sole                             )  
\_\_\_\_\_ an                                        ) owner of the property  
\_\_\_\_\_ an authorized officer of the        )

commonly described as \_\_\_\_\_  
\_\_\_\_\_

and that such property is owned by \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ as of this date.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

## SITE VISIT AUTHORIZATION

I hereby grant employees of the Village of Arlington Heights, their agents, and members of the Arlington Heights Plan Commission permission to enter on the property located at the following:

\_\_\_\_\_

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to Arlington Heights Plan Commission Petition for the above-cited property.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

If Owner is a Corporation  
or  
Partnership

By \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

If property is Leased

\_\_\_\_\_  
Signature of Lessee

If Lessee is a Corporation  
or  
A Partnership

By \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## NOTIFICATION AFFIDAVIT

I, \_\_\_\_\_ hereby certify as follows:

1. That on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, affiant caused to be mailed in the Post Office of \_\_\_\_\_, copies of the attached Notice of Public Hearing to all listed taxpayers of real estate within 250 feet, excluding all Public Right-of-Ways of the subject property and to the owners, or representatives, of property listed as exempt, and to all Condominium Associations whose property is within 250 feet of the subject site for which the hearing is being held..
2. That the parties to whom said notice was mailed are set forth on the attached list.
3. That the petitioner stated that the required sign(s) were erected as required by the Village of Arlington Heights.

\_\_\_\_\_  
Signature

Subscribed and Sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

PETITIONER

A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR:          2BR:          3BR:          4BR:

_____	_____	_____	_____
PETITIONER SIGNATURE	DATE	OWNER (BENEFICIAL)	DATE

The petitioner must fill out the top section of this page and each of the attached pages (1-7). The various Village Departments will put their comments on the lower half of these forms. The petitioner and owner must sign this page on the signature line provided above prior to submitting the completed application.

DIRECTIONS TO COMPLETE FORMS:

- Petition # - Will be provided to you by staff.
- Petitioner - Individual who is requesting approval from Village.  
(Provide name, address & phone # for each).
- Owner - Owner of the subject property.  
(Provide name, address & phone # for each).
- Contact Person - If different from petitioner.  
(Provide name, address & phone # for each).
- P.I.N.# - Tax Identification Number.
- Location - Address of property for which this application is being filed.
- Zoning - The current zoning classification and proposed if applicable.
- Use - The current land use (vacant, house, etc.) and proposed.
- Site Gross Area - Total land area involved in petition.
- No. Lots - Number of lots involved in petition.
- No. Units - Number of size of individual units proposed, if applicable.

VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
ARLINGTON HEIGHTS, ILLINOIS 60005  
Phone: (847) 368-5200  
Fax: (847) 368-5988



BUILDING DEPARTMENT

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
E-Mail: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

DO EXISTING STRUCTURES, IF ANY, MEET MINIMUM REQUIREMENTS OF THE FOLLOWING:

- |    | <u>YES</u> | <u>NO</u> |                       |
|----|------------|-----------|-----------------------|
| 1. | _____      | _____     | VILLAGE BUILDING CODE |
| 2. | _____      | _____     | PRESENT ZONING USE    |
| 3. | _____      | _____     | REQUESTED ZONING USE  |
| 4. | _____      | _____     | SUBDIVISION REQUIRED  |
| 5. | _____      | _____     | SIGN CODE             |

6. GENERAL COMMENTS:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

BUILDING DEPARTMENT

1A

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

FIRE PREVENTION

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

	<u>EXISTING IMPROVEMENT</u>	<u>REQUIRED IMPROVEMENT</u>	<u>COMMENTS</u>
1. <u>UTILITIES:</u>			
Water	_____	_____	_____
Metering	_____	_____	_____
Backflow	_____	_____	_____
Sanitary Sewer	_____	_____	_____
Storm Sewer	_____	_____	_____
2. <u>SURFACE:</u>			
Pavement	_____	_____	_____
Curb & Gutter	_____	_____	_____
Sidewalks	_____	_____	_____
Street Lighting	_____	_____	_____
3. <u>GENERAL COMMENTS:</u>			

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____ Petitioner: _____ _____ Owner: _____ _____ Contact Person: _____ Address: _____ _____ Phone #: _____ Fax #: _____ Email: _____	P.I.N.# _____ Location: _____ Rezoning: _____ Current: _____ Proposed: _____ Subdivision: _____ # of Lots: _____ Current: _____ Proposed: _____ PUD: _____ For: _____ Special Use: _____ For: _____ Land Use Variation: _____ For: _____ _____ Land Use: _____ Current: _____ Proposed: _____ Site Gross Area: _____ # of Units Total: _____ 1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____
---	---

*(Petitioner: Please do not write below this line.)*

1. PUBLIC IMPROVEMENTS

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
REQUIRED: .....			
<b>a. Underground Utilities</b>			
Water .....	_____	_____	_____
Sanitary Sewer .....	_____	_____	_____
Storm Sewer .....	_____	_____	_____
<b>b. Surface Improvement</b>			
Pavement .....	_____	_____	_____
Curb & Gutter .....	_____	_____	_____
Sidewalks .....	_____	_____	_____
Street Lighting .....	_____	_____	_____
<b>c. Easements</b>			
Utility & Drainage .....	_____	_____	_____
Access .....	_____	_____	_____

2. PERMITS REQUIRED OTHER THAN VILLAGE:

- |                    |               |
|--------------------|---------------|
| a. MWRDGC _____    | b. IDOT _____ |
| c. ARMY CORP _____ | d. IEPA _____ |
| e. CCHD _____      |               |

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
3. R.O.W. DEDICATIONS? .....	_____	_____	_____
4. SITE PLAN ACCEPTABLE? .....	_____	_____	_____
5. PRELIMINARY PLAT ACCEPTABLE? .....	_____	_____	_____
6. TRAFFIC STUDY ACCEPTABLE? .....	_____	_____	_____
7. STORM WATER DETENTION REQUIRED? .....	_____	_____	_____
8. CONTRIBUTION ORDINANCE EXISTING? .....	_____	_____	_____
9. FLOOD PLAIN OR FLOODWAY EXISTING? ...	_____	_____	_____
10. WETLAND EXISTING? .....	_____	_____	_____

GENERAL COMMENTS ATTACHED

PLANS PREPARED BY: \_\_\_\_\_  
 DATE OF PLANS: \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

GENERAL COMMENTS:

\_\_\_\_\_  
Chief Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

1. CHARACTER OF USE: (WOULD IT BE A PROBLEM TYPE?)

\_\_\_\_\_

2. ARE LIGHTING REQUIREMENTS ADEQUATE?

\_\_\_\_\_

3. PRESENT TRAFFIC PROBLEMS?

\_\_\_\_\_

4. TRAFFIC ACCIDENTS AT PARTICULAR LOCATION:

\_\_\_\_\_  
\_\_\_\_\_

5. TRAFFIC PROBLEMS THAT MAY BE CREATED BY THE DEVELOPMENT:

\_\_\_\_\_  
\_\_\_\_\_

6. GENERAL COMMENTS:

\_\_\_\_\_  
Chief Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____ Petitioner: _____ _____ _____ Owner: _____ _____ Contact Person: _____ Address: _____ _____ Phone #: _____ Fax #: _____ Email: _____	P.I.N.# _____ Location: _____ Rezoning: _____ Current: _____ Proposed: _____ Subdivision: _____ # of Lots: _____ Current: _____ Proposed: _____ PUD: _____ For: _____ Special Use: _____ For: _____ Land Use Variation: _____ For: _____ _____ Land Use: _____ Current: _____ Proposed: _____ Site Gross Area: _____ # of Units Total: _____ 1BR:          2BR:          3BR:          4BR:
--	--

*(Petitioner: Please do not write below this line.)*

1. GENERAL COMMENTS:

\_\_\_\_\_  
Environmental Health Officer          Date

\_\_\_\_\_  
Director          Date

PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

YES      NO

1.    \_\_\_\_\_    \_\_\_\_\_    COMPLIES WITH COMPREHENSIVE PLAN?
2.    \_\_\_\_\_    \_\_\_\_\_    COMPLIES WITH THOROUGHFARE PLAN?
3.    \_\_\_\_\_    \_\_\_\_\_    VARIATIONS NEEDED FROM ZONING REGULATIONS?  
(See below.)
4.    \_\_\_\_\_    \_\_\_\_\_    VARIATIONS NEEDED FROM SUBDIVISION REGULATIONS?  
(See below.)
5.    \_\_\_\_\_    \_\_\_\_\_    SUBDIVISION REQUIRED?
6.    \_\_\_\_\_    \_\_\_\_\_    SCHOOL/PARK DISTRICT CONTRIBUTIONS REQUIRED?  
(See below.)

Comments:

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Date



PETITIONER'S APPLICATION - ARLINGTON HEIGHTS PLAN COMMISSION

Petition #: P.C. _____	P.I.N.# _____
Petitioner: _____	Location: _____
_____	Rezoning: _____ Current: _____ Proposed: _____
_____	Subdivision: _____
Owner: _____	# of Lots: _____ Current: _____ Proposed: _____
_____	PUD: _____ For: _____
_____	Special Use: _____ For: _____
Contact Person: _____	Land Use Variation: _____ For: _____
Address: _____	_____
_____	Land Use: _____ Current: _____
Phone #: _____	Proposed: _____
Fax #: _____	Site Gross Area: _____
Email: _____	# of Units Total: _____
	1BR: _____ 2BR: _____ 3BR: _____ 4BR: _____

*(Petitioner: Please do not write below this line.)*

LANDSCAPE & TREE PRESERVATION:

	<u>YES</u>	<u>NO</u>
1. Complies with Tree Preservation Ordinance	_____	_____
2. Complies with Landscape Plan Ordinance	_____	_____
3. Parkway Tree Fee Required (See below.)	_____	_____

Comments:

\_\_\_\_\_  
Coordinator

\_\_\_\_\_  
Date

## Audio/Visual Material Submittal Requirements for Public Hearing and/or Meeting Presentations

Prepared by the Village of Arlington Heights  
Department of Planning and Community Development  
January 10, 2023

The Village of Arlington Heights has projection capabilities in the rooms where public hearings and/or public meetings are held. Therefore, in lieu of presentation boards, the Village requires that presentations are made digitally.

### Submittal Requirements

- All presentations shall be submitted as a **Microsoft PowerPoint** presentation in "Standard" format (i.e. not "Widescreen") via **email** or on a USB/flashdrive no later than **two days prior** to the public meeting or public hearing.

#### Deadlines:

*Plan Commission* – the **Monday** prior to the hearing

*Design Commission* – the **Friday** prior to the meeting

*ZBA* – the **Thursday** prior to the hearing

*Village Board* – the **Thursday** prior to the meeting/hearing

If requested by the Petitioner, the USB/flashdrive may be returned once the information has been obtained from the device.

- In addition to the PowerPoint presentation, the petitioner shall provide an electronic set and one full sized set of all finalized plans/documents submitted for board or commission distribution. The electronic version of the plans shall be in Portable Document Format (PDF).

### Presentation at the Meeting or Hearing

- The Village will provide a laptop computer for the presenter to use at the meeting or hearing. The Microsoft PowerPoint presentation will already be loaded onto the computer as a slideshow.
- If the presenter has any specific requirements regarding the presentation or meeting, these must be relayed to the Staff liaison **three days prior** to the hearing or meeting.

*All questions regarding the submittal requirements and/or presentation logistics shall be directed to the liaison responsible for the specific project.*

VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
ARLINGTON HEIGHTS, ILLINOIS 60005  
Phone: (847) 368-5200  
Fax: (847) 368-5988