

# APPLICATION

## PLAN COMMISSION OF ARLINGTON HEIGHTS



Revised: 1/30/2024

VILLAGE OF ARLINGTON HEIGHTS - 33 SOUTH ARLINGTON HEIGHTS ROAD  
DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT  
ARLINGTON HEIGHTS, ILLINOIS 60005

Phone: (847) 368-5200

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## 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 an SDC summary 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. 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 shall submit a complete digital application (please see the **Petitioner's Checklist** of required submission items later in this document) to the Department of Planning & Community Development.
5. In order to submit a digital application, all petitioners must register for an Energov account through the Citizens Self Service (CSS) Portal. The link to register and access the CSS is available at [www.vah.com/myportal](http://www.vah.com/myportal). A video showing how to register for an Energov account can be found here: <https://youtu.be/8pGXJxNPbPk>. Once an applicant is registered and logged in to the CSS Portal they must choose **Apply** from the main menu and search **Plan Commission Application** on the Application Assistant page.
  - a. Application Submission Recommendations
    - i. Please ensure that you review this application guide in its entirety in order to have all the required submission materials prepared before you begin the application process.
    - ii. Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
    - iii. Use an edit, or submission date to differentiate files that may asked to be resubmitted (such as plans and plats) in order to avoid redundant file names.
    - iv. For additional guidance on navigating the CSS Portal to submit an application, please refer to the CSS user guide at the end of this document.
6. If the application package is complete, the petitioner submits 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". The entire submission will then be reviewed by all Village Departments as part of a "Round 1" review and detailed review comments will be provided to the petitioner. If after the Round 1 review it is determined that the documents are in compliance with Village codes, a Plan Commission hearing will be scheduled. If after the Round 1 review it is determined that revisions are required in order to comply with Village code, the petitioner shall resubmit a response to all review comments, along with revised plans for a Round 2 review.
  - a. 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 through the CSS Portal. (For more information on the Design Commission process, refer to the Design Commission Application). If a DC application is required, the application should be submitted at the same time as the Plan Commission application.
  - b. 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 through the CSS Portal. An appearance before the Housing Commission should be completed prior to the public hearing with the Plan Commission.

7. When all 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.
8. The Plan Commission holds a public hearing to review the proposal. At the hearing, the petitioner or a designated representative makes a formal presentation to the Commission and answers any questions concerning the application. A PowerPoint presentation, in widescreen (16:9) format, must be provided to staff two days prior to the hearing date.
9. If the petition is approved, it is forwarded to the Village Board of Trustees. A PowerPoint presentation, in widescreen (16:9) 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.
10. 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.

## **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 one (1) printed set of the required material for Departmental Review. Once the Village has completed their Round 1 review of the application, Round 1 review comments will be provided to the petitioner. If revisions are necessary, the application materials shall be resubmitted for a Round 2 review and all revisions shall be clearly marked. Once the Village's Round 2 review is complete, the Round 2 review comments will be sent to the petitioner. Several rounds of review may be necessary prior to scheduling the application for a Plan Commission hearing.

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

## **NOTIFICATION REQUIREMENTS**

Once a Plan Commission hearing date has been determined, the petitioner is required to send a public hearing notification letter to all property owners (or taxpayers of record) within 250 feet of the subject property. 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 letter must be sent and the public notice sign must be posted 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) through the CSS Portal.

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

# 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. INCOMPLETE APPLICATIONS CAN NOT BE ACCEPTED.

1. **Application & Fee** – The application is submitted through the CSS portal and staff will invoice the petitioner after initial completeness review.
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 8)
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 6). A "Inclusionary Housing Guidelines" document is available from the Department of Planning & Community Development, which includes further details on affordability requirements.
14. **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. All information will be submitted through the CSS Portal.

## 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:

- Webpage link to further details on Inclusionary Housing:  
[https://www.vah.com/government/departments/planning\\_community\\_development/housing/inclusionary\\_housing\\_.php](https://www.vah.com/government/departments/planning_community_development/housing/inclusionary_housing_.php)
- 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 2024 (updated annually)

## 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



# HOW TO AVOID POSTPONMENT

## 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 can 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. Staff Presentation

Staff presentation outlining the staff recommendation.

### 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.

## 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 or **PDF**. The presentation must be in "Widescreen" (16:9) format (i.e. not "Standard") 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. The petitioner will be given a handheld remote that can be used to navigate through the slides.
- 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

**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



# 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

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

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).



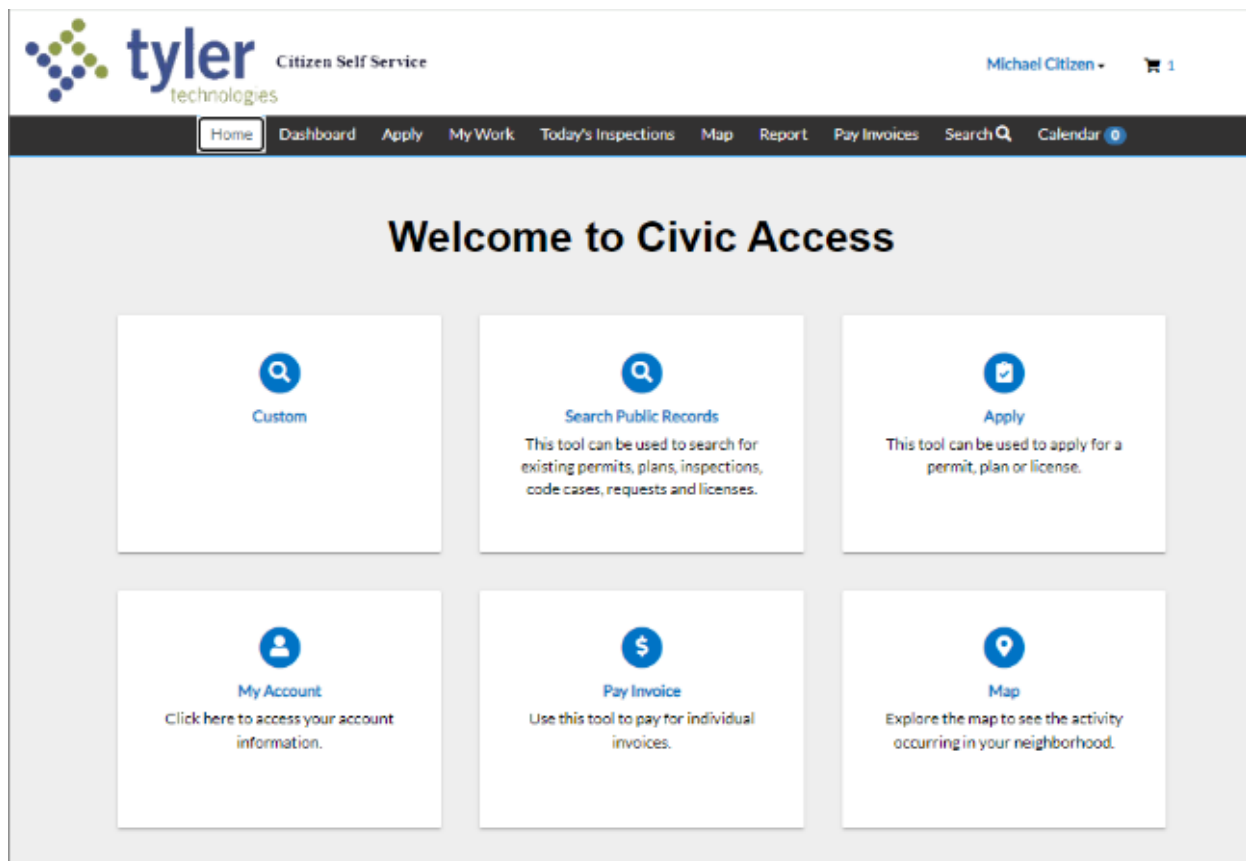
# CUSTOMER SELF SERVICE (CSS) USER GUIDE

## Registering and Applying in the Customer Self Service (CSS) Portal

All applicants must register for an Energov account through the CSS Portal. The link to register and access the CSS is available at [www.vah.com/myportal](http://www.vah.com/myportal).

A video showing how to register for an Energov account can be found here: <https://youtu.be/8pGXJxNPbPk>

Once an applicant is registered and logged in to the CSS Portal you will choose Apply from the main menu and search for the application you need on the Application Assistant page as shown below. The Plan Commission Application can be found by typing the name into the search bar or within the Plans tab.



## Application Submission Recommendations

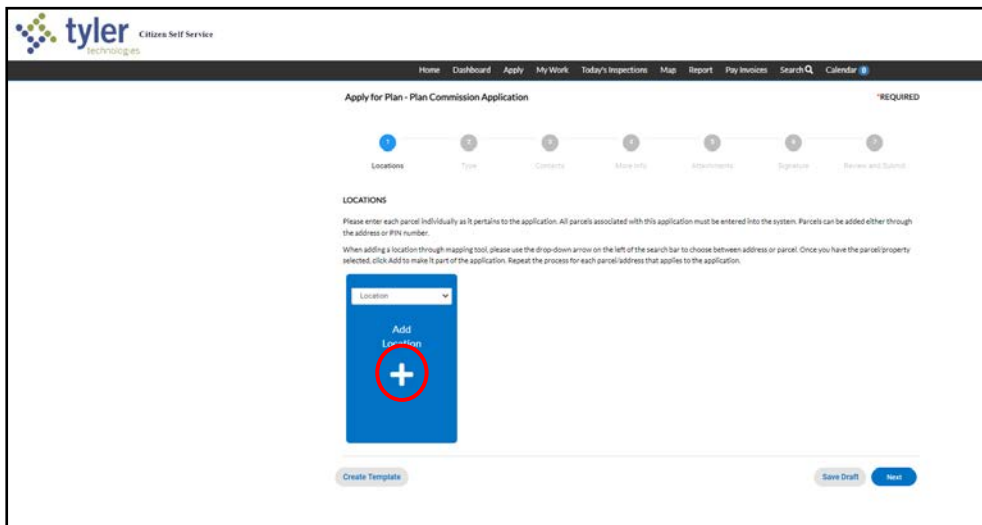
- Please ensure that you review this application guide in its entirety in order to have all the required submission materials prepared before you begin the application process.
- Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
- Use an edit, or submission date to differentiate files that may asked to be resubmitted (such as plans and plats) in order to avoid redundant file names.

## Adding Locations / Addresses to An Application

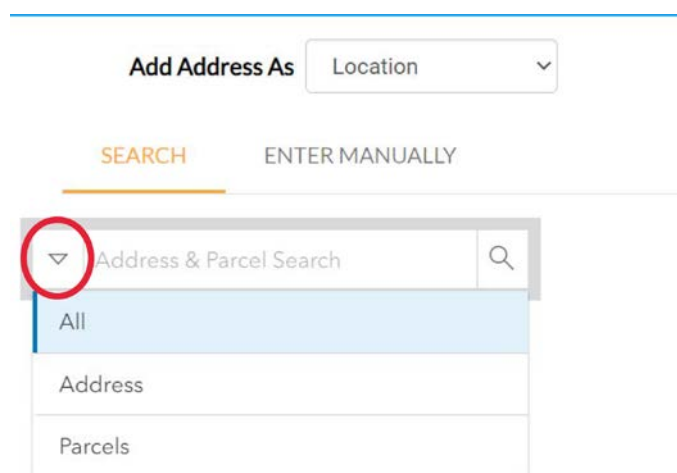
All applications must add at least one subject property address or PIN in order to start the application process. The first page of the application provides a brief description of how to do so, with a more detailed explanation provided below. To begin adding a Location, click on the "+" sign which will bring you to a live map that will give you the option to add a single address or parcel, or multiple addresses and parcel Locations.

### Adding Single Locations

- Click the add Location button with the "+" sign as shown below. It will then open a separate window where you can add Locations:



- There are two primary ways to add locations: 1) an address or PIN; or 2) selecting the property using the map.
  1. **To select by address or PIN:** Begin typing the address in the "Address & Parcel Search" bar, or toggle the drop down to "Parcels" (as shown below), and enter in the PIN.



Once you see the subject property populated on the left-hand side of the screen, select the property by filling the check box and then hit "Add". You may need to scroll down the list of properties to find the one you're looking for. See graphic on next page:

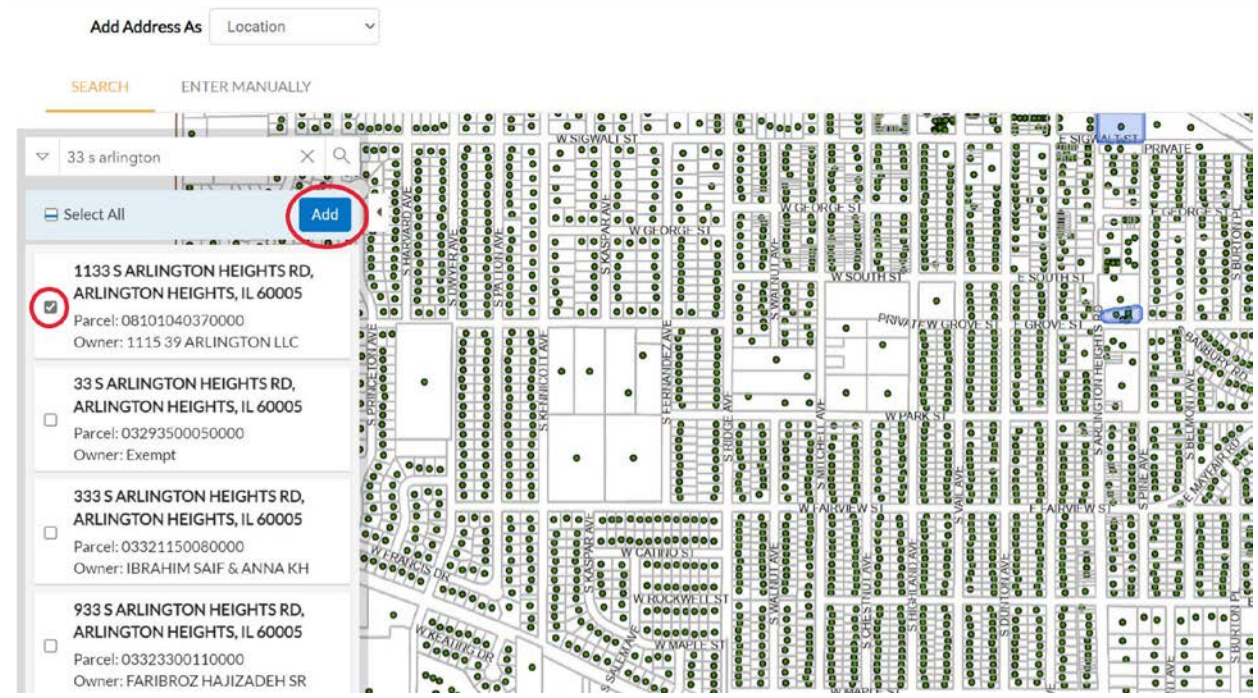
Add Address As Location

SEARCH ENTER MANUALLY


33 s arlington

Select All Add

- 1133 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005**  
 Parcel: 08101040370000  
 Owner: 1115 39 ARLINGTON LLC
- 33 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005**  
 Parcel: 03293500050000  
 Owner: Exempt
- 333 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005**  
 Parcel: 03321150080000  
 Owner: IBRAHIM SAIF & ANNA KH
- 933 S ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005**  
 Parcel: 03323300110000  
 Owner: FARIBROZ HAJIZADEH SR



- To add a Location by selecting the property on a Map: Navigate to the subject property on the map and click on the property. Once the property has been identified, click the "Add" button (see graphic below):



736 N MITCHELL AVE, ARLINGTON HEIGHTS, IL 60004

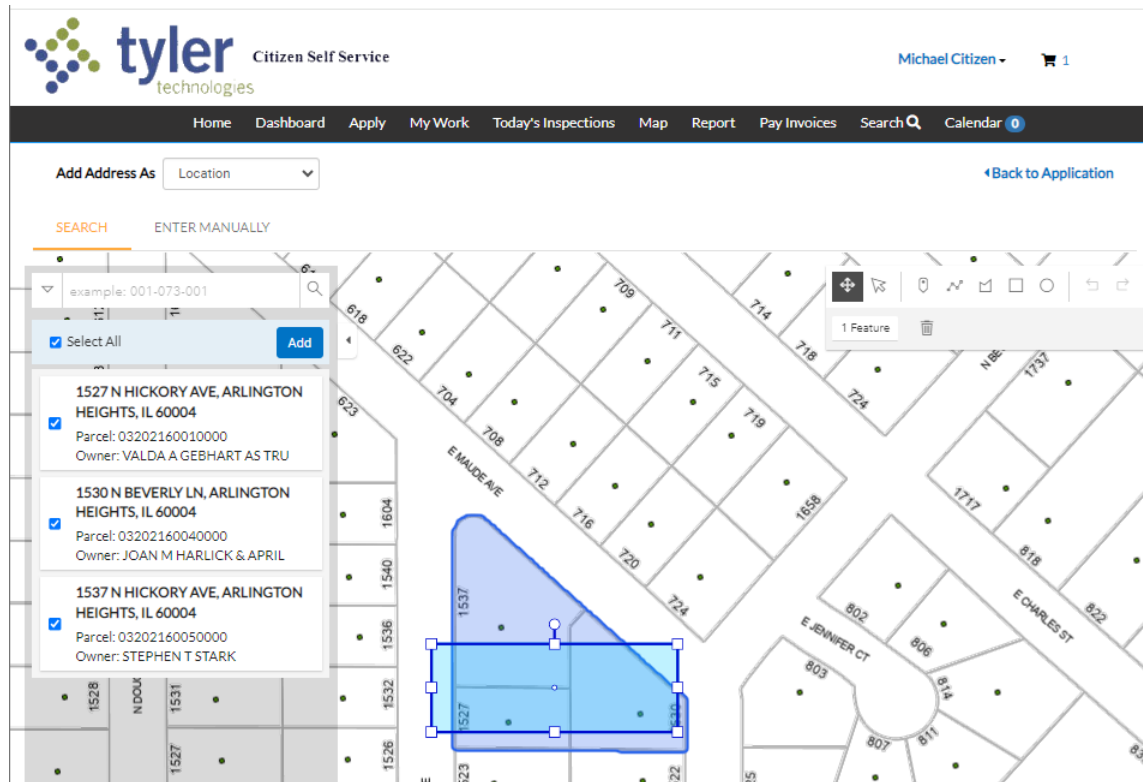
Parcel: 03302240150000  
Owner: WM KRUEGER

Zoom to Add

## Adding Multiple Locations

- Adding multiple addresses or parcels can be accomplished by using the map tools on the upper right-hand portion of the map. The first two tools allow you to pan and select point on the map. The remaining tools are used to select multiple parcels using different shapes such as a line, polygon, square and circle. Draw with the appropriate shape and the resulting parcels/addresses will be listed. Select the ones you would like to add to the application and click add.

Example of the multiple address/parcel selection tool



- Additionally, you can add multiple Locations via addresses or PIN's. Follow the instructions above for Adding Single Locations and repeat the process until all locations have been added. See below showing how the screen should look with multiple Locations.

Apply for Plan - Plan Commission Application \*REQUIRED

1 Locations 2 Type 3 Contacts 4 More Info 5 Attachments 6 Signature 7 Review and Submit

**LOCATIONS**

Please enter each parcel individually as it pertains to the application. All parcels associated with this application must be entered into the system. Parcels can be added either through the address or PIN number.

When adding a location through mapping tool, please use the drop-down arrow on the left of the search bar to choose between address or parcel. Once you have the parcel/property selected, click Add to make it part of the application. Repeat the process for each parcel/address that applies to the application.

<p><b>Type: Location</b> 736 MITCHELL AVE, ARLINGTON HEIGHTS, IL 60004</p> <p>Main Address <input checked="" type="checkbox"/></p> <p>Parcel Number 03302240150000</p> <p>Main Parcel <input checked="" type="checkbox"/></p> <p><a href="#">Remove</a></p>	<p><b>Type: Location</b> 1133 ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 08101040370000</p> <p>Main Parcel <input type="checkbox"/></p> <p><a href="#">Remove</a></p>	<p><b>Type: Location</b> 333 ARLINGTON HEIGHTS RD, ARLINGTON HEIGHTS, IL 60005</p> <p>Main Address <input type="checkbox"/></p> <p>Parcel Number 03321150080000</p> <p>Main Parcel <input type="checkbox"/></p> <p><a href="#">Remove</a></p>	<p>Location <input type="text"/></p> <p><a href="#">Add Location</a></p> <p><b>+</b></p>
---	--	---	--

[Create Template](#) [Save Draft](#) [Next](#)

## Project Contacts

- Petitioners will be automatically added as the "Applicant" since they are logged into the Energov CSS system.
- If the actual Petitioner is different from the Applicant, they must be added as a contact.
- To add additional contacts, click "+" sign.
- Contacts can be added from users already registered in the Energov system by using the Search tool and entering their name, email or company name.
- Users may also be added manually using the Enter Manually button. Please provide as much information as possible if you are adding this information.

Examples of the contact submission window and the Manual Contact window.

Apply for Plan - Plan Commission Application \*REQUIRED

Locations Type Contacts More info Attachments Signature Review and Submit

**CONTACTS**

The Petitioner will be the primary contact for this application.  
If the petitioner is not the record owner, they must have a letter of authority from the owner or owners and provide as part of the documentation in Attachments in order to sign the application. If there is more than one owner, all parties must sign a letter of authority to appear on their behalf and provide in the attachments.

Applicant: Michael Citizen (You)  
33 S Arlington Heights Rd,  
Arlington Heights, IL 60005

Owner: Add Contact (REQUIRED)

Petitioner: Add Contact (REQUIRED)

Select Type

Add Contact +

Back Create Template Save Draft Next

tyler Citizen Self Service technologies

Home Dashboard Apply My Work Today's Inspections Map Report Pay Invoices Search Calendar

Back to Application

Add Contact

Add Contact As: Owner

Search Enter Manually My Favorites

Enter Manually

Certificates: [Click here to add certificate](#)

\* First Name

\* Last Name

Company Name

Email

\* Home Phone

\* Mobile Phone

\* Business Phone

Submit

## More Info

Each application will have unique questions and required information that will need to be filled out in the **More Info** window. Please provide as much information as possible and refer to the documents listed in this application guide. All required fields will be marked with a red star. If a field is not required but it does not apply to your application, please type N/A so the reviewer knows you have acknowledged the question.

Please be sure to select all applicable zoning approvals requested as part of the application.

### Approvals Requested

- Land Use Variations & Amendments
- Planned Unit Development & Amendments
- Preliminary & Final Plat of Subdivision
- Rezoning
- Special Use Permits & Amendments

## Attachments

Each application will have a unique set of files that are required in order to be deemed complete. Required documents will be marked with a gray bar on the bottom or the blue box. A petitioner can obtain more information on what is required for each document by clicking on the “i” icon in the top right-hand corner of the blue box. Additional documents that may be required of your specific petition can be accessed through the “Select Type” dropdown menu on the last blue box. A list of permitted submission documents will be provided to select from. To upload a document simply click on “+” symbol and navigate to a document on your computer.

Attachment recommendations:

- Please name each digital file a unique name as the system will not allow files with the same name to be uploaded in the same application.
- Use an edit, or submission date to differentiate files that may be required to be resubmitted (such as plans and plats) in order to avoid redundant file names.
- Only the required documents are initially listed on the page. To upload a new document type, please click on the Select Type on the last blue box and select the type of document you are trying to provide. Once you have found the appropriate type click on the “+” sign to navigate to your document.
- Applications that do not include the required attachments will not be accepted. If you have specific questions about what documents may be required, please contact the Development Planner.

### Example of the Attachment Upload Window

The screenshot displays a web interface titled "Attachments". It contains the following text and elements:

- Attachments** (Section Header)
- Text:** "The following documents are required of all applications. Specific requirements for the particular application being applied for will be outlined in the Plan Commission Guide available on the [Village of Arlington Heights, Permits and Licenses webpage](#)."
- Text:** "For each additional type of document that is required, please use the Select Type dropdown menu to select the type of document and press the Plus Sign to upload."
- Text:** "Please be sure to have a unique file name for each document as redundant file names will prevent the file from being uploaded."
- Text:** "Applications that do not include all necessary attachments will not be accepted."
- Four Required Document Cards:** Each card is blue with a white plus sign and a "REQUIRED" label at the bottom. They are:
  - PC - Affidavit of Ownership:** Supported: .pdf
  - PC - Project Description:** Supported: .pdf
  - PC - Site Visit Authorization:** Supported: .pdf
  - PC - Legal Description:** Supported: .pdf, .doc, .docx
- Select Type Dropdown:** A blue box with a "Select Type" dropdown menu, an "Add Attachment" label, a plus sign, and a list of supported file types: ".pdf, .jpg, .png, .jpeg, .gif, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...".
- Navigation Buttons:** "Back", "Create Template", "Save Draft", and "Next".



## Resubmitting Documents

After a petitioner submits an application, Planning & Community Development staff will conduct a Completeness Review and/or begin "Round 1" review of the documents submitted as part of the application. Upon completion of the Round 1 review, staff may request some documents be resubmitted, additional documents be uploaded, and acknowledgment of comments that need to be addressed.

The Customer Service Portal Dashboard provides real-time access to the status of an application as well as notifications on any documents or acknowledgements needed regarding an application.

The image below is an example of what will appear if an application requires a resubmission as part of a staff review. The Attachments tab is also shown in red as there is an action needed for one of the attachments.

The screenshot displays a web application interface for a planning commission. At the top, a navigation bar includes links for Home, Dashboard, Apply, My Work, Today's Inspections, Map, Report, Pay Invoices, Search, and Calendar. The main content area is titled "Plan Number: DC-000016-2023" and includes an "Add to Cart" button. Below this, there are tabs for "Plan Details", "Tab Elements", and "Main Menu". The application details are presented in a light blue box with the following information:

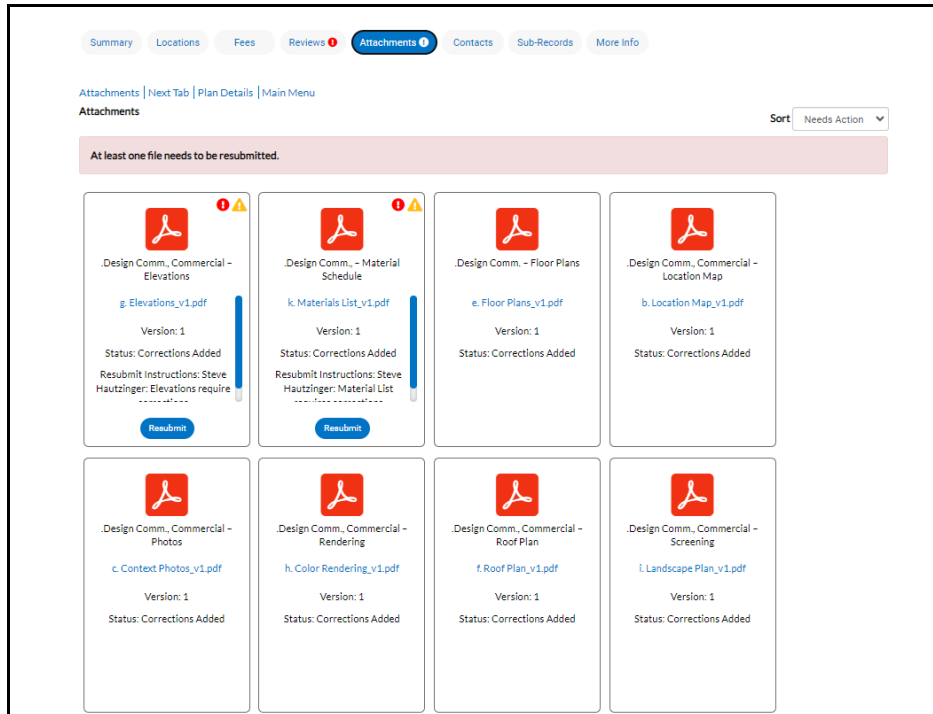
Type:	Design Commission (Non Single-Family Projects)	Status:	Fees Due	Project Name:	
IVR Number:	100049	Applied Date:	12/06/2023	Expiration Date:	12/05/2024
District:	Village of Arlington Heights	Assigned To:	Hautzinger, Steve	Completion Date:	
Description:	Full Circle - Supportive Low Income Project				

Below the details box is a horizontal menu with tabs for Summary, Locations, Fees, Reviews (highlighted in blue), Attachments (highlighted in red), Contacts, Sub-Records, and More Info. The "Reviews" section is expanded to show a "Planning Design Review" table:

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	12/06/2023	12/06/2023	12/06/2023

Below the table, a red notification banner reads: "Planning Design Review • Requires Re-submit • Hautzinger Steve • Completed : 12/06/2023". Underneath, there is a "Comment" section with the text "First Round Comments".

The screen shot below shows an example of the Attachments tab in the CSS Dashboard that will appear when a new or additional document is needed as part of the review process. A petitioner will be provided a message on what is needed and can resubmit the document by clicking the blue Resubmit button.



A petitioner will also be asked to acknowledge comments or required changes as part of the resubmission process as shown below.

