

# 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

# TABLE OF CONTENTS

## I. GENERAL INFORMATION

Plan Commission Process .....	1
Petitioner's Checklist .....	2
Inclusionary Housing Requirements .....	2A
Special Use and Variation Hardship Criteria .....	2B
Fee Schedule .....	3
Acceptance of Application .....	4
Notification Requirements .....	4
Sample Letter .....	5
Sample Sign .....	6
How to Avoid Postponement .....	7
Plan Commission Procedures During Public Hearing .....	8

## II. REQUIRED FORMS

Affidavit of Ownership .....	9
Site Visit Authorization .....	10
Notification Affidavit .....	11
Petitioner's Applications .....	A-7A

## 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. A Conceptual Plan Review Committee meeting will be scheduled soon after the SDC meeting. 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 four (4) sets of design development plans to the Planning Department at least one week prior to this meeting. 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. If the application package is complete, the petitioner submits a formal Plan Commission application and ten (10) sets of detailed plans to the Planning Department to be routed for a departmental review to the appropriate Village departments (four full size sets no larger than 24" x 36" and six sets at 1/2 size, 1/2 originally drawn scale). 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.)

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. Five sets of fully compliant plans and resolved department comments must be submitted to the Planning Department at least one week prior to the Plan Commission hearing date (drawings at 1/2 size, 1/2 originally drawn scale). At the hearing, the petitioner or a designated representative makes a formal presentation to the Commission and answers any questions concerning the proposals.
7. If the petition is approved, it is forwarded to the Village Board of Trustees (see page 1A of application packet for submittal requirements). 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.

# PLAN COMMISSION ELECTRONIC SUBMITTAL REQUIREMENTS

Prepared by the Village of Arlington Heights  
Department of Planning & Community Development  
March 1, 2013

## SUBMITTAL REQUIREMENTS

One week prior to the scheduled Plan Commission meeting date, applicants shall provide separate PDF files of the following plans (if applicable), which shall also be labeled in the following form at. Please note that the maximum file size shall not exceed 10 mega-bites. Documents that exceed the file size shall be split into smaller PDF files.

- Justification to the Special use criterion
- Justification to the Land Use Variation criterion
- Written response to Staff comments
- Plat of Survey
- Site Plan(s)
- Elevation(s)
- Floor Plan(s)
- Landscape Plan(s)
- Site Utility and Grading Plan(s)
- Traffic and Parking Study
- Market Study

All questions regarding the submittal requirements shall be directed to the Department of Planning and Community Development at 847-368-5200.

# 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 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. 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.
7. Annexation Plat and Petition (if applicable)
8. Preliminary and Final Subdivision Plats (if applicable)
9. Application form with department comment sheets and the Site Visit Authorization Form.
10. Provide written justification for Special Use, Land Use Variation, or other Variations. (See page 2B)
11. 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. Please contact Engineering Department 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) Sign Elevations
  - i) Tree Preservation Plan
12. Traffic Study (when applicable) signed and sealed by P.E.
13. Marketing Study (as determined by the Village) for Special Use petitions
14. 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.

SUBMIT ONE (1) 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, August 3, 2020

# 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	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 ten (10) copies 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 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. 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.

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, 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)*

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

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

Any individual who would like to attend this meeting but because of a disability needs some accommodation to participate, should contact David Robb, Disability Services Coordinator, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005 (847) 368-5793 or TDD # (847) 368-5794.

# 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).

# 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.



## 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 tax payers 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: _____
E-Mail: _____	# 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.
- 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



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.)*

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: _____
E-Mail: _____	# 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 #: _____ E-Mail: _____	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

REQUIRED: .....	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
a. Underground Utilities			
Water .....	_____	_____	_____
Sanitary Sewer .....	_____	_____	_____
Storm Sewer .....	_____	_____	_____
b. Surface Improvement			
Pavement .....	_____	_____	_____
Curb & Gutter .....	_____	_____	_____
Sidewalks .....	_____	_____	_____
Street Lighting .....	_____	_____	_____
c. Easements			
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: _____
E-Mail: _____	# 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: _____
E-Mail: _____	# 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. _____	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.)*

1. GENERAL COMMENTS:

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

\_\_\_\_\_  
tor Direc  
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: _____
E-Mail: _____	# 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:

\_\_\_\_\_ 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: _____
E-Mail: _____	# 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  
May 14, 2008

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 on a compact disk (or other similar transferable medium) no later than one week prior to the public meeting or public hearing.

#### Deadlines:

*Plan Commission* – the Wednesday prior to the hearing

*Design Commission* – the Tuesday prior to the meeting

*ZBA* – the Monday prior to the hearing

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

If requested by the Petitioner, the compact disk may be returned once the information has been obtained from the device.

- In addition to the PowerPoint presentation, the compact disk shall also contain digital copies of all required plans submitted for board or commission distribution. These 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