



# PLAN COMMISSION APPLICATION

FOR SPECIAL USE, PLANNED UNIT DEVELOPMENT,  
REZONING, SUBDIVISION AND RESUBDIVISION

Prior to filling out this form you must speak with a staff member from the Planning Division of the Community Development Department. This form must be completed and submitted with the appropriate fee to the Community Development Department.

APPLICANT (Property Owner) \_\_\_\_\_

Name Home Phone #

---

Address Business/Cell Phone #

---

E-Mail Address Fax #

BUSINESS OR TENDANT NAME \_\_\_\_\_

AUTHORIZED REPRESENTATIVE (If any) \_\_\_\_\_

---

Address Phone #

---

E-Mail Address Fax #

**NATURE OF APPLICATION:**

Subdivision                      Planned Unit Development                      Resubdivision                      Special Use

Rezoning: Desired Zoning Classification \_\_\_\_\_                      Other (Describe): \_\_\_\_\_

**The following documents must be submitted with this Application. The Application will not be considered complete until such time as they are submitted.**

- Plat of Survey, Address and PIN for subject property(ies)
- Proof of ownership or proprietary interest
- If a land trust, disclosure of all beneficial interests
- Fee: \$175 public hearing fee due at the time the completed application is submitted, plus costs of legal notice publication and fees for recording documents with County Recorder
- Other documents and information as deemed necessary to render a recommendation

APPLICANT(S) SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_  
(Property Owner)

AUTHORIZED REPRESENTATIVE(S) SIGNATURE: \_\_\_\_\_ Date \_\_\_\_\_

HEARING SCHEDULED FOR: \_\_\_\_\_

# DEERFIELD VILLAGE HALL BOARD ROOM PRESENTATIONS

For Plan Commission public hearings, it is preferred that petitioners bring a laptop to the public hearings to present the exhibits for their petition to the Plan Commission electronically. Presentation boards and hard copy exhibits can still be used if necessary, but it is preferred for petitioners to present exhibits for their petition electronically.

Laptop computers can be plugged into the Village Board Room's audio-visual system. Microsoft PowerPoint presentations, Excel and Word documents, and photos can be shown on the monitors in the Board Room. It is the petitioner's responsibility to provide their own laptop and to know how to send their presentations, documents, photos, etc. out into the Board Room prior to the Plan Commission meeting. Petitioners should make sure their laptops are booted or on standby to minimize start-up time when they approach the podium to present their petition. Testing or doing a trial run of your presentation during the day is encouraged. Please contact Kathy LéVeque, Associate Planner, at (847) 719-7480 to set up a time to test your presentation.

For hard copy exhibits (i.e. paper, presentation boards, material samples) there is a podium camera that can project exhibits up to 11" x 17" in size onto the monitors in the Board Room. There is also an easel for presentation boards and a ceiling camera for large exhibits.

# PUBLIC HEARING PROCEDURE

If you have applied for a Public Hearing with the Deerfield Plan Commission, certain actions are required by you, the petitioner, to fulfill the notification requirements. You are responsible for:

- A. The notification of surrounding property owners within 250 feet of all the boundaries of the property by either Certified or Registered Mail, return receipt requested, or by personal service. (When the property is part of a Planned Unit Development, notification must be 250 feet from the exterior boundaries of the Planned Unit Development. Any different ownerships within the Planned Unit Development must be notified as well.) In those cases where the petitioner is requesting a variation of the maximum allowable height, the notification area is expanded to 500 feet.
  1. This notification must be to all persons who are either:
    - a. Owners of record as of, not more than ten days prior to the date of service, and as shown on the records kept by the County Recorder of Deeds,  
OR,
    - b. Persons listed on the most recently published tax rolls of the Township or County Assessor as persons who paid the general real estate taxes for the last preceding year.
  2. This notification must be done not more than thirty (30) days nor less than fifteen (15) days prior to your Public Hearing.
  3. This notification should include the following:
    - a. Copy of legal notice. The Planning Division will provide you with a copy of the legal notice that will be published in the paper. It is this legal notice that you should include with your notifications to surrounding property owners. You will also be required to send out the “Dear Neighbor” letter and a “Public Process for Land Use Requests” handout that staff will provide to you at the time you receive the legal notice.
    - b. Other information that you believe would help explain what it is you are requesting from the Plan Commission. It is encouraged that you include an 8 1/2” x 11” drawing or site plan of the proposal (please speak with Village staff further at the time of the certified mailings).
- B. An Affidavit stating that you, the petitioner, have given the notice as required above to the surrounding property owners. The Affidavit should include a listing of all those who were notified and their addresses. The Affidavit must also be notarized. **YOU MUST BRING THE AFFIDAVIT AND RETURN RECEIPTS WITH YOU TO YOUR PUBLIC HEARING TO PRESENT TO THE PLAN COMMISSION CHAIRMAN.**

Failure to satisfy these legal requirements will mean that the Plan Commission CANNOT hold your public hearing. Hearings that must be adjourned will be rescheduled only as openings develop in the Plan Commission Agenda.

## **Publication of Legal Notice in Newspaper**

The Planning Division will have the legal notice of the public hearing published in a paper of general circulation in the Village of Deerfield. This notice will be published not more than thirty (30) days nor less than fifteen (15) days prior to your public hearing.

# ATTENTION: INSTRUCTIONS FOR PLAN COMMISSION APPLICATIONS

- I. It is the petitioner's responsibility to provide 2 sets of materials with any application for Plan Commission action at least one week prior to the publication of the legal notice in the newspaper. Such materials must be sufficient to permit the Planning Division to make a preliminary review of the project/petition proposed and provide sufficient information to write a legal notice. These materials include such things as an accurate survey of the property, documentation concerning ownership of the property, proposed plans, and other statistical data which may be required by the Planning Division. The 2 sets of materials must include all the proposed variations. These variations cannot change in magnitude from the time of the legal notice publication (e.g. a 47' height variation at the time of the legal notice publication cannot change to 48' at the time of the public hearing).

It is the petitioner's responsibility to provide additional materials directly to the Fire Department, Engineering Department, and Building Division for their review.

- II. It is the petitioner's responsibility to submit 12 sets of all of the paper materials which will be presented to the Plan Commission at least 2 weeks prior to the Plan Commission meeting at which those materials will be presented and considered. Also, these same documents must be submitted in an electronic format (Microsoft Word or Excel, PDF) to Kathy LéVeque, Associate Planner, no less than 2 weeks prior to your scheduled appearance before the Plan Commission. Electronic files need to be placed on a CD-ROM and delivered to the Community Development Department. A CD-ROM is preferred, but if you need to email the files you may send them to [kleveque@deerfield.il.us](mailto:kleveque@deerfield.il.us). It will be your responsibility to make sure all the documents are in an electronic format. If you need to have these documents scanned into an electronic format, copy and duplication stores such as Kinko's and Staples offer this service. Under the Plan Commission's Rules of Procedure, failure to have all materials turned into the Planning Division in time to be included in the Plan Commission distribution will cause an automatic continuation of the petitioner's request to a subsequent meeting. The Planning Division will not accept any materials after the Plan Commission's distribution packet has been sent out.

Note: The purpose of providing the materials electronically is so that they can be posted on the Village's website for surrounding property owners and other interested parties to view. If it is absolutely necessary to make a change or alteration to the plans after the 12 sets of plans have been submitted to the Planning Division, Planning staff needs to be notified of the change and needs to be provided with updated plans for posting on the Village's website.

All materials submitted must be of a sufficient size so as to permit easy reading. Writing must be easily legible. All plans must be of a sufficient size so that all numbers, dimensions and notations on the plan can be read. All paper plans must be folded to approximately 8.5" x 11" size. Plans not folded will not be distributed to the Plan Commission.

# ATTENTION

## INSTRUCTIONS FOR PLAN COMMISSION APPLICATIONS

- III. It is the petitioner's responsibility to provide the Village Manager's office with electronic copies of the same materials provided to the Plan Commission for distribution to the Board of Trustees. These materials must be submitted to the Planning Division via email (kleveque@deerfield.il.us) or on CD-ROM 2 weeks before the petition/proposal is to be before the Board of Trustees. At the same time the petitioner submits the electronic documents, 4 hard (paper) copies must also be submitted to the Planning Division. If you have large plans such as a site plan or landscape plan, please submit these plans on paper no larger than 11" x 17" in size. The Planning Division will electronically attach all Plan Commission documents to these materials. Failure to provide these materials as indicated will result in the petition/proposal being removed from the Trustees' agenda and placed on a subsequent agenda. If the materials are not received in a timely fashion and the 60-day maximum time period imposed on the Plan Commission to forward their recommendation to the Board of Trustees is about to expire, the Plan Commission recommendation will be sent to the Board of Trustees with a note indicating that the petitioner has not provided the materials requested.

# AFFIDAVIT

STATE OF ILLINOIS )  
 ) SS:  
 COUNTY OF LAKE )

\_\_\_\_\_, being first duly sworn on oath, deposes and says as follows:

(Affiant Name)

1. That (s)he has given written notice by personal service or certified or registered mail, return receipt requested, not less than 15 days nor more than 30 days prior to public meeting or hearing date to all persons who are either owners of record as of not more than 10 days prior to the date of service, and as shown on the records kept by the County Recorder of Deeds, or persons listed on the most recently published tax rolls of the Township or County Assessor as persons who paid the general real estate taxes for the last preceding year on parcels of real estate being within 250 feet of the boundaries of the property for which

\_\_\_\_\_  
 (Project Description)

is being requested. The subject property is addressed:

\_\_\_\_\_

2. The names and addresses of the persons to whom said notice was given are on the list attached hereto and made a part hereof.

\_\_\_\_\_  
 Affiant Signature

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
 Notary Public  
 (Notary Signature)

# SUBMITTALS TO THE BOARD OF TRUSTEES

PETITIONER: \_\_\_\_\_

PLAN COMMISSION HEARING DATE: \_\_\_\_\_

BOARD OF TRUSTEES MEETING DATE: \_\_\_\_\_

PROVIDE MATERIALS BY: \_\_\_\_\_

It is the petitioner's responsibility to provide the Board of Trustees with the SAME DOCUMENTS THAT WENT TO THE PLAN COMMISSION FOR THE PUBLIC HEARING. These documents must be submitted in an electronic format (Microsoft Word or Excel, PDF) to Kathy LéVeque, Associate Planner, in the Community Development Department no less than 2 weeks prior to your scheduled appearance before the Board of Trustees. Electronic files can be sent via email to keleveque@deerfield.il.us or placed on a CD-ROM and delivered to the Community Development Department. You must also submit 4 hard (paper) copies of any plans 2 weeks prior to your scheduled appearance before the Board of Trustees. If you have large plans such as a site plan or landscape plan, please submit these plans on paper no larger than 11" x 17" in size.

It will be your responsibility to make sure all the documents are in an electronic format. If you need to have these documents scanned into an electronic format, copy and duplication stores such as Kinko's and Staples offer this service. These electronic format documents are necessary for distribution to the Deerfield Village Board of Trustees.

If these materials are not provided as indicated, the petition/proposal may be removed from the Board of Trustee's agenda and placed on a subsequent agenda. If the materials are not received on time, and the 60 day maximum time period imposed on the Plan Commission to forward its recommendation to the Board of Trustees is about to expire, the Plan Commission will forward its recommendation to the Board of Trustees with a note indicating that the petitioner has not provided the materials required.