

Building Department
8999 West 123rd Street
Palos Park, IL60464
Phone: 708-671-3730
Fax: 708-448-9542
Web: www.palospark.org



Applic. Date: _____
File #: _____
Fee: _____

Plan Commission Application

SECTION I - GENERAL INFORMATION

Project Address _____		PIN # _____
Subdivision Name _____		
Property Owner's Name _____	Property Owner's Mailing Address _____	
Property Owner's Phone # _____	Property Owner's Cell Phone # _____	Property Owner's E-mail Address _____

SECTION II - APPROVAL REQUESTED

- Preliminary Subdivision
- Final Subdivision
- Variance - Subdivision
- Plat of Consolidation
- Special Use _____
- Planned Unit Development
- Commercial: Construction & Landscaping Review
- Other _____

SECTION III - REQUIRED SUBMITTALS

- Proof of ownership
- Cost Recovery Form
- Tree Permit/Plan
- Survey/Plan
- Colored Building Rendering (all sides, materials)
- Signage
- Parking
- Exterior Lighting (fixture cuts, light spread chart)
- Landscape Plan

- Exaction Fee
- Completion Bond Refund Date _____
- ROW Bond Refund Date _____
- Other _____

SECTION IV - PROJECT DETAILS

Project Description _____ Zoning: _____

Total Property Area _____ Current Use of Property _____ Comprehensive Plan Designation _____

Property Legal Description (Attach additional sheets as necessary): _____

List and justify any requested variation(s) from the Zoning Ordinance and Subdivision Ordinance (attach additional pages as necessary): _____

SECTION V - Project Staff - List each applicable project staff name, email and phone number.

Attorney _____

Surveyor _____

Engineer _____

Architect _____

Landscape Architect _____

Other _____

SECTION VI - I, the undersigned, certify that all information contained in this application and accompanying documents is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village Officials for the purpose of inspections related to this request.

Applicant Signature _____	Applicant Printed Name _____	Date _____
Applicant is: <input type="checkbox"/> Property owner <input type="checkbox"/> Attorney <input type="checkbox"/> Developer	(Note: a letter of authorization from the owner(s) of record must be attached)	

Building Department
8999 West 123rd Street
Palos Park, IL60464
Phone: 708-671-3730
Fax: 708-448-9542
Web: www.palospark.org



Cost Recovery Form

SUBJECT PROPERTY: _____

In addition to the application fee, costs incurred for third party services and/or costs pertaining to appearances before Village Boards will be billed to the applicant/petitioner and invoiced by the Village as outlined in the attached Ordinance from the Village Code Chapter 208.01-208.04—Cost Recovery.

Failure of the applicant/petitioner to pay as specified shall entitle the Village to: withhold indefinitely issuance of the permit, issuance of the next subsequent permit for the project, or place a lien on that property.

APPLICATIONS/PETITIONS

- | | |
|--|--|
| <input type="checkbox"/> Commercial Landscaping | <input type="checkbox"/> Building Permits |
| <input type="checkbox"/> Annexations/Subdivisions/Consolidations/Vacations | <input type="checkbox"/> Liquor Licenses or Liquor Control Hearings |
| <input type="checkbox"/> Zoning Amendments | <input type="checkbox"/> Other Licenses or Permits required by law and issued by the Village |
| <input type="checkbox"/> Variations or Special Uses/Appeals | <input type="checkbox"/> Planned Unit Developments |

RECOVERABLE COSTS

- Notice signs
- Legally required public notice expenses
- Court reporter and transcript fees
- Legal documents recordation expenses
- Professional consulting fees: Engineering, Village Legal Attorney, Architect and Plan Review fees
- Filing fee
- Document preparation and/or reproduction expenses
- Administrative Processing fee: The Village shall add an administrative processing fee, in the amount of (10%) of the costs defined above, which shall be considered to be part of said costs

EXAMPLE: A property owner has proposed a Plat of Consolidation for Village approval as specified in Section 1244.09 of the Village Code. The Village determines in this case that it is necessary to have a consulting engineer review the location of the easements as shown on the proposed Plat and to have a consulting attorney review the easement language that is shown on the proposed Plat. Then after approval, the Village needs to record the Plat at the County Recorder's Office. The engineer and attorney charge the Village a fee for their service based on their hourly rates and the recorder charges the Village a fee based on the size of the Plat. These three fees add up, to \$250. The Village adds an administrative fee of 10% which would be \$25 in this example, and invoices the property owner a total of \$275.

I hereby acknowledge that I have read and understand the above and consent to pay any and all applicable costs.

*This form should be completed with your application.

Applicant's name (print)

Applicant's signature

Address

City/State/Zip code

Phone

Date



VILLAGE OF
PALOS PARK

JOHN F. MAHONEY
Mayor

JAMES PAVLATOS
Accounts & Finances

NICOLE MILOVICH-WALTERS
Public Works & Streets, Recreation

DAN POLK
Public Health & Safety

G. DARRYL REED
Building & Public Property

MARIE ARRIGONI
Village Clerk

RICHARD B. BOEHM
Village Manager

2018 Meeting Schedule & Deadlines

Plan Commission - Meets 3rd Thursday of the Month at 7:00PM			
Meeting Date	Notice Window 15-30 days before Hearing	Regional Print Deadline Mon at 5pm for Thurs Publication (<i>The Regional Print Deadline</i>)	Application Due Week prior to Print Deadline
January 18	January 3 - December 19	December 18	December 11
February 15	January 31 - January 16	January 15	January 8
March 15	February 28 - February 13	February 12	February 5
April 19	April 4 - March 20	March 19	March 12
May 17	May 2 - April 17	April 16	April 9
June 21	June 6 - May 22	May 21	May 14
July 19	July 4 - June 19	June 18	June 11
August 16	August 1 - July 17	July 16	July 9
September 20	September 5 - August 21	August 20	August 13
October 18	October 3 - September 18	September 17	September 10
November 15	October 31 - October 16	October 15	October 8
December 20	December 5 - November 20	November 19	November 12

Zoning Board of Appeals - Meets 2nd Wednesday of the Month at 7:30PM			
Meeting Date	Notice Window 15-30 days before Hearing	Regional Print Deadline Mon at 5pm for Thurs Publication (<i>The Regional Print Deadline</i>)	Application Due Week prior to Print Deadline
January 10	December 26 - December 11	December 11	December 4
February 14	January 30 - January 15	January 15	January 8
March 14	February 27 - February 12	February 12	February 5
April 11	March 27 - March 12	March 12	March 6
May 9	April 24 - April 9	April 9	April 2
June 13	May 29 - May 14	May 14	May 7
July 11	June 26 - June 11	June 11	June 4
August 8	July 24 - July 9	July 9	July 2
September 12	August 28 - August 13	August 13	August 6
October 10	September 25 - September 10	September 10	September 3
November 14	October 30 - October 15	October 15	October 8
December 12	November 27 - November 12	November 12	November 5

Historic Preservation Commission - Meets 3rd Tuesday of the Month at 7:00PM			
Meeting Date	Notice Window 15-30 days before Hearing	Regional Print Deadline Mon at 5pm for Thurs Publication (<i>The Regional Print Deadline</i>)	Application Due Week prior to Print Deadline
January 16	January 1 - December 17	December 18	December 11
February 20	February 5 - January 21	January 22	January 15
March 20	March 5 - February 18	February 19	February 12
April 17	April 2 - March 18	March 19	March 12
May 15	April 30 - April 15	April 16	April 9
June 19	June 4 - May 20	May 21	May 14
July 17	July 2 - June 17	June 18	June 11
August 21	August 6 - July 22	July 23	July 16
September 18	September 3 - August 19	August 20	August 13
October 16	October 1 - September 16	September 17	September 10
November 20	November 5 - October 21	October 22	October 15
December 18	December 3 - November 18	November 19	November 12

Village Council -- Meets 2nd & 4th Mondays of the Month at 7:30PM			
Meeting Date	Documents Due* Tuesday before meeting	Meeting Date	Documents Due* Tuesday before meeting
January 8	January 2	July 9	July 3
January 22	January 16	July 23*	July 17
February 12	February 6	August 13	August 7
February 26	February 20	August 27	August 21
March 12	March 6	September 10	September 4
March 26	March 20	September 24	September 18
April 9	April 3	October 8	October 2
April 23	April 17	October 22	October 16
May 14	May 8	November 12	November 6
May 28*	May 22	November 26	November 20
June 11	June 5	December 10	December 4
June 25	June 19	December 24*	December 18

**NOTE: Usually Cancelled meetings*