



**APPLICATION FOR  
DEVELOPMENT APPROVAL**

July 2017

## APPLICATION FOR DEVELOPMENT APPROVAL

This Application is used to request development approval from the Village when consideration by the South Chicago Heights Planning and Zoning Commission or Village Board is required. This application packet is available on the Village's website at <http://www.southchicagoheights.com>. Questions may be directed to Village Hall at (708) 755-1880.

### DEVELOPMENT REVIEW PROCESS

1. Prior to submittal of an Application for Development Approval, please contact Village Hall at (708) 755-1880 to determine whether a pre-application submittal meeting is required. Please also review South Chicago Heights' Zoning Code, available at <http://www.southchicagoheights.com>, to understand the Village's various development regulations.
2. Submit a completed Application including all materials and fees required by this Application and the Code of Ordinances of the Village of South Chicago Heights. ***Submittals will not be accepted and/or processed until all of the submittal requirements are met.***
3. Once a complete Application is submitted, the Village will forward it to all Village departments for review and comment. The Village will send its review comments to the Primary Contact Person identified in the Application for Development Approval (See Application Section III). Comments may necessitate revisions to plans prior to scheduling the project for a hearing or meeting with the Planning and Zoning Commission or Village Board.
4. Depending on the type of approval sought, the applicant may have to notify the public before meeting with the Planning and Zoning Commission or Village Board. The Village requires all required notice to be posted at least seven (15) days prior to any hearing on the proposed development. Village staff will inform the applicant of notice requirements after reviewing the completed Application.
5. Following a public hearing and recommendation by the Planning and Zoning Commission, or as otherwise necessary, the project will be scheduled for Village Board consideration. Projects will not be included on a Village Board agenda until Village staff has determined that all plans are in technical compliance with all Village codes, rules, and policies.

# VILLAGE OF SOUTH CHICAGO HEIGHTS APPLICATION FOR DEVELOPMENT APPROVAL

DEVELOPMENT NAME: \_\_\_\_\_

ADDRESS OF SUBJECT PROPERTY: \_\_\_\_\_

PARCEL IDENTIFICATION NUMBER (P.I.N.) \_\_\_\_\_

**I. APPLICANT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**II. PROPERTY OWNER(S):** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**III. PRIMARY CONTACT:** \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

## **IV. OTHER STAFF**

NAME: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**V. PROPOSED DEVELOPMENT**

(check all that apply and provide written responses to corresponding Worksheet on a separate sheet)

- \_\_\_\_\_ **Design Review**  
(Complete Worksheet 1)
- \_\_\_\_\_ **Temporary Use**  
(Complete Worksheet 6)
- \_\_\_\_\_ **Planned Development**  
(Complete Worksheet 2 and 5)
- \_\_\_\_\_ **Zoning Appeal**  
(Complete Worksheet 7)
- \_\_\_\_\_ **Rezoning or Text Amendment**  
(Complete Worksheet 3)
- \_\_\_\_\_ **Zoning Certificate of Compliance**
- \_\_\_\_\_ **Site Plan Review**  
(Complete Worksheet 4)
- \_\_\_\_\_ **Zoning Interpretation**  
(Complete Worksheet 8)
- \_\_\_\_\_ **Special Use** (Granting or Amending)  
(Complete Worksheet 5)
- \_\_\_\_\_ **Zoning Variance**  
(Complete Worksheet 9)
- \_\_\_\_\_ **Subdivision**
- \_\_\_\_\_ **Other** (Please specify: \_\_\_\_\_)

ACREAGE OF PROPERTY: \_\_\_\_\_

DESCRIPTION OF PROPOSAL/USE (use a separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT'S SIGNATURE**

I, \_\_\_\_\_ [Applicant's Printed Name and Title], being duly sworn, declare that: i) I am duly authorized to make this Application for Development Approval on behalf of the Applicant; ii) I have read and understand this Application for Development Approval and the Code of Ordinances of the Village of South Chicago Heights, available at <http://www.southchicagoheights.com>; iii) I have read Zoning Code Chapter 3, Section 1-301(D), I understand that I am responsible for paying the Village's costs incurred processing this Application, and I hereby waive any objection or challenge to my obligation to pay said costs; and iv) the above information, to the best of my knowledge, is true and accurate.

\_\_\_\_\_  
(Signature of Applicant or authorized agent)

\_\_\_\_\_  
(Date)

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public and Seal)

**OWNER'S AUTHORIZATION LETTER**

I/we hereby certify that I/we am/are the owner(s) of the above described Subject Property. I/we am/are respectfully requesting processing and approval of the request(s) referenced in this Application. I/we hereby authorize the Applicant listed on this Application to act on my/our behalf during the processing and presentation of this request(s).

\_\_\_\_\_  
(Signature of 1<sup>st</sup> Owner or authorized agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of 2<sup>nd</sup> Owner or authorized agent)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
1<sup>st</sup> Owner's Printed Name and Title

\_\_\_\_\_  
2<sup>nd</sup> Owner Printed Name and Title

**\*\*Please include additional pages if the Subject Property has more than two owners\*\***

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

(Notary Public and Seal)

## ADDITIONAL INFORMATION

On separate sheets of paper, please provide written statements and responses to the address the standards corresponding to your proposed development (see Section V, Proposed Development for required Worksheet submittals).

### WORKSHEET 1: Design Review Standards

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General Building Design and Relation to Street and Pedestrians: All building designs will be evaluated under the following guidelines, as well as the way in which the design relates to the street on which the subject building is, or is proposed to be, located. PLEASE PROVIDE ALL NECESSARY DOCUMENTATION TO SUPPORT THE FOLLOWING REQUIREMENTS:

- (a) Height, Bulk, Scale and Massing: Overall height and massing of proposed buildings and structures will be modulated to reduce the appearance of height and bulk.
- (b) Roof-lines: Roof-lines will be designed to generate visual interest.
- (c) Façade: Architectural details in building facades will provide visual interest and be generally compatible with surrounding buildings and properties.
- (d) Proportion of openings: The size and number of openings (windows, doors, etc.) will be proportionate to the overall façade.
- (e) Rhythm of entrance porch and other projections. The scale of entrances and other projections will be designed to relate proportionately to sidewalks and pedestrians.
- (f) Open spaces. The quality and location of the open spaces between buildings and in setback spaces between the street and façade will be suitably located in relation to the street, other open spaces and pedestrian ways.

Visual compatibility. Visual compatibility will be considered and reviewed in terms of the following guidelines.

- (a) Height. The height of proposed buildings and structures as it relates to adjacent buildings.
- (b) Materials. The quality of materials and their relationship to those in existing adjacent structures.
- (c) Proportion of front façade. The relationship of the width to the height of the front elevation will be visually compatible with buildings, public ways, and places to which it is visually related.
- (d) Proportion of openings. The relationship of the width to the height of windows will be visually compatible with buildings, public ways, and places to which the building is visually related.
- (e) Rhythm of solids to voids in front facades. The relationship of solids to voids in the front façade of a building will be visually compatible with buildings, public ways, and places to which it is visually related.
- (f) Rhythm of spacing and buildings on streets. The relationship of a building or structure to the open space between it and adjoining buildings or structures will be visually compatible with the buildings, public ways, and places to which it is visually related.

- (g) Relationship of materials and texture. The relationship of the materials and texture of the façade will be visually compatible with the predominant materials used in the buildings and structures to which it is visually related.
- (h) Roof shapes. The roof shape of a building will be visually compatible with the buildings to which it is visually related.
- (i) Walls of continuity. Building facades and appurtenances such as walls, fences, and landscape masses will, when it is a characteristic of the area, form cohesive walls of enclosure along a street to ensure visual compatibility with the buildings, public ways, and places to which such elements are visually related.
- (j) Scale of building. The size and mass of building and structures in relation to open spaces, windows, door openings, porches, and balconies will be visually compatible with the buildings, public ways, and places to which they are visually related.

Overall Site Design and Landscaping. The overall site design will be reviewed in terms of the quality of the following elements:

- (a) Landscaping and screening: Parking lots, unsightly equipment and service areas will be screened from public view by means of landscaping, fencing, and/or other means of screening.
- (b) Lighting: Exterior lighting will be architecturally integrated with building style, material and color, and will not be directed off site.
- (c) Parking: Automobile access, servicing of the property, and impact on vehicular traffic patterns and conditions on-site and in the vicinity of the site, and the retention of trees and shrubs to the maximum extent possible will also be reviewed.

Special considerations for existing buildings. For existing buildings, the Planning and Zoning Commission, Architectural Control Commission, and the Board of Trustees will consider the availability of materials, technology, and craftsmanship to duplicate existing styles, patterns, textures, and overall detailing.

Design criteria for signs.

- (a) Visual compatibility. The proposed sign will be visually compatible with the building on which the sign is proposed to be located, as well as with surrounding buildings and structures in terms of height, size, proportion, scale, materials, texture, colors, and shapes.
- (b) Quality of design and construction. The proposed sign will be constructed and maintained with a design and materials of high quality and good relationship with the design and character of the neighborhood.
- (c) Appropriateness to activity. The proposed sign will be appropriate to, and necessary for, the activity to which it pertains.
- (d) Appropriateness to site. The proposed sign will be appropriate to its location in terms of design, landscaping, and orientation on the site, and will not create a hazard to

pedestrian or vehicular traffic, detract from the value or enjoyment of neighboring properties, or unduly increase the number of signs in the area.

## **WORKSHEET 2: Planned Development Standards**

Special Permit Standards. No special permit for a planned development will be recommended or granted pursuant to this Section unless the applicant will establish that the proposed development meets each standard set forth in Worksheet 2 and Worksheet 5.

- (a) Unified Ownership Required. The entire property proposed for planned development treatment will be in single ownership or under such unified control as to ensure that the entire property will be developed as a unified whole. All owners of the property will be included as joint applicants on all applications and all approvals will bind all owners. The violation of any owner as to any tract will be deemed a violation as to all owners and all tracts.
- (b) Minimum Area. The district regulations of this Code establishing standards for particular types of planned development specify the minimum area required for same planned development. In addition to meeting that specific standard, or where no specific standard is set, the applicant will have the burden of establishing that the subject property is of sufficient size and shape to be planned and developed as a unified whole capable of meeting the objectives for which planned developments may be established pursuant to this Section.
- (c) Covenants and Restrictions to be Enforceable by Village. All covenants, deed restrictions, easements and similar restrictions to be recorded in connection with the planned development will provide that they may not be modified, removed or released without the express consent of the Board of Trustees and that they may be enforced by the Village as well as by future landowners within the proposed development.
- (d) Public Open Space and Contributions. Whenever The Village of South Chicago Heights Comprehensive Land Use Plan or Official Map indicates that development of a planned development will create a need for land for public purposes of the Village within the proposed planned development, the Board of Trustees may require that such area be designated and to the extent such need is specifically and uniquely attributable to the proposed development, dedicated to the Village for such use. In addition, the Board of Trustees may require evidence that all requirements of Village ordinances pertaining to the dedication of land or the contribution of cash in connection with subdivisions or developments of land have been met as respects the proposed planned development.
- (e) Common Open Space.
  - (i) Amount, Location and Use. The failure of a planned development to provide common open space will be considered to be an indication that it has not satisfied the objectives for which such developments may be approved pursuant to this Code. When common open space is provided in a planned development, the amount and location of such open space will be consistent with its intended function as set forth in the application and planned development plans. No such open space will be used for the construction of any structure or improvement except such structures and improvements as may be approved in the Final Plan as appropriate to the intended leisure and recreational uses for which such open space is intended.



- (ii) Preservation. Adequate safeguards, including recorded covenants or dedication of development rights, will be provided to prevent the subsequent use of common open space for any use, structure, improvement or development other than that shown on the approved Final Plan. The restrictions must be permanent and not for a given period of years and must run with the land.
  - (iii) Ownership and Maintenance. The Final Plan will include such provisions for the ownership and maintenance of such open space and improvements as are reasonably necessary to ensure their continuity, care, conservation, maintenance and operation in accordance with predetermined standards and to ensure that remedial measures will be available to the Village if such open space or improvements are permitted to deteriorate or are not maintained in a condition consistent with the best interests of the planned development or the Village.
- (f) Landscaping and Perimeter Treatment. Any area of a planned development not used for structures or circulation elements will be landscaped or otherwise improved. The perimeter of the planned development will be treated so as to ensure compatibility with surrounding uses by means such as provision of compatible uses and structures; setbacks; screening; or natural or manmade buffers. Every planned development will provide a perimeter landscaped open space along each of its boundaries; each such open space will have a minimum depth equal to the minimum applicable yard required in the district in which it is located.
- (g) Private Streets. Private streets will be permitted in a planned development provided that:
- (i) Said streets will be treated as public streets and rights of way for purposes of all setbacks, yards and calculations under this Code.
  - (ii) Said streets will be owned and maintained by a property owners' association meeting the Zoning Code's requirements; and
  - (iii) A covenant will be recorded against the subject property acknowledging that the Village will at no time be under any obligation to provide maintenance for or accept dedication of said streets.
- (h) Utilities. All utility lines will be installed underground.

Additional Standards for Specific Planned Developments. Where the district regulations authorizing any planned development use in a particular district impose standards to be met by such planned development in such district, a special permit for such development will not be recommended or granted unless the applicant will establish compliance with such special standards.

### **WORKSHEET 3: Rezoning or Text Amendment Standards**

- (a) The existing uses and zoning classifications of properties in the vicinity of the subject property.
- (b) The trend of development in the vicinity of the subject property, including changes, if any, in such trend since the subject property was placed in its present plan designation or zoning classification.

- (c) The extent to which the value of the subject property is diminished by the existing plan designation or zoning classification applicable to it.
- (d) The extent to which such diminution in value is offset by an increase in the public health, safety and welfare.
- (e) The extent, if any, to which the use and enjoyment of adjacent properties would be affected by the proposed amendment.
- (f) The extent, if any, to which the value of adjacent properties would be affected by the proposed amendment.
- (g) The extent, if any, to which the future orderly development of adjacent properties would be affected by the proposed amendment.
- (h) The suitability of the subject property for uses permitted or permissible under its present plan designation and zoning classification.
- (i) The availability of adequate ingress to and egress from the subject property and the extent to which traffic conditions in the immediate vicinity of the subject property would be affected by the proposed amendment.
- (j) The availability of adequate utilities and essential public services to the subject property to accommodate the uses permitted or permissible under its present plan designation and zoning classification.
- (k) The length of time, if any, that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property.
- (l) The community need for the proposed map amendment and for the uses and development it would allow.

#### **WORKSHEET 4: Site Plan Review Standards**

The applicant must address the following standards:

- (a) The application is incomplete in specified particulars or contains or reveals violations of this Code or other applicable regulations that the applicant has, after written request, failed or refused to supply or correct.
- (b) The application is submitted in connection with another application, the approval of which is a condition precedent to the necessity for site plan review, and the applicant has failed to secure approval of that application.
- (c) The site plan fails to adequately meet specified standards required by this Code with respect to the proposed use or development, including special use standards where applicable.
- (d) The proposed site plan interferes with easements or rights-of-way.
- (e) The proposed site plan is unreasonably injurious or detrimental to the use and enjoyment of surrounding property.

- (f) The proposed site plan creates undue traffic congestion or hazards in the public streets, or the circulation elements of the proposed site plan unreasonably create hazards to safety on or off site or disjointed or inefficient pedestrian or vehicular circulation path on or off site.
- (g) The screening of the site does not provide adequate shielding from or for nearby uses.
- (h) The proposed site plan creates unreasonable drainage or erosion problems or fails to fully and satisfactorily integrate the site into the overall existing and planned drainage system serving the Village.
- (i) The proposed site plan places unwarranted or unreasonable burdens on specified utility systems serving the site or area or fails to fully and satisfactorily integrate site utilities into the overall existing and planned utility systems serving the Village.
- (j) The proposed site plan does not provide for required public uses designated on the Official Map.
- (k) The proposed site plan otherwise adversely affects the public health, safety or general welfare.

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#### **WORKSHEET 5: Special Use Standards**

PLEASE PROVIDE SUPPORTING INFORMATION/DOCUMENTS NECESSARY TO SUPPORT THE FOLLOWING CRITERIA:

Code and Plan Purposes. The proposed use and development will be in harmony with the general and specific purposes for which this Code was enacted and for which the regulations of the district in question were established and with the general purpose and intent of The Village of South Chicago Heights Comprehensive Land Use Plan.

No Undue Adverse Impact. The proposed use, drainage and development will not have a substantial or undue adverse effect upon adjacent property, the character of the area or the public health, safety and general welfare.

No Interference With Surrounding Development. The proposed use and development will be constructed, arranged and operated so as not to dominate the immediate vicinity or to interfere with the use and development of neighboring property in accordance with the applicable district regulations.

Adequate Public Facilities. The proposed use and development will be served adequately by essential public facilities and services such as streets, public utilities, drainage structures, police and fire protection, refuse disposal, parks, libraries, and schools, or the applicant will provide adequately for such services.

No Traffic Congestion. The proposed use and development will not cause undue traffic congestion nor draw significant amounts of traffic through residential streets.

No Destruction of Significant Features. The proposed use and development will not result in the destruction, loss or damage of natural, scenic or historic feature of significant importance.

Compliance With Standards. The proposed use and development complies with all additional standards imposed on it by the particular provision of this Code authorizing such use.

Special Standards for Specified Special Permit Uses. Where the district regulations authorizing any special permit use in a particular district impose special standards to be met by such use in such district, a permit for such use in such district will not be recommended or granted unless the applicant will establish compliance with such special standards.

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#### **WORKSHEET 6: Temporary Use Standards**

The village board shall only approve a temporary use if it finds that such use will not harm the public health, safety, and welfare. The village board may impose any such conditions on its approval of a temporary use that it deems necessary to protect the public health, safety, and welfare.

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#### **WORKSHEET 7: Zoning Appeal Standards**

Every applicant seeking an appeal from the Zoning Code shall provide the following information:

- (a) The specific order, decision or determination of failure to act from which an appeal is sought.
  - (b) The facts of the specific situation giving rise to the original order, decision, determination or failure to act and to the appeal therefrom.
  - (c) The precise relief sought.
  - (d) A statement of the applicant's position as to alleged errors in the order, decision, determination or failure to act being appealed and as to why the relief sought is justified and proper.
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#### **WORKSHEET 8: Zoning Interpretation Standards**

Every applicant seeking a zoning interpretation shall provide the following information:

- (a) The specific provision or provisions of the Zoning Code for which an interpretation is sought.
- (b) The facts of the specific situation giving rise to the request for an interpretation.
- (c) The precise interpretation claimed by the applicant to be correct.
- (d) Where a use interpretation is sought, the use permitted pursuant to the present zoning classification of the subject property that is claimed by the applicant to include, or to be most similar to, the proposed use.
- (e) Where a use interpretation is sought, documents, statements and other evidence demonstrating that the proposed use will comply with all use limitations established for the district in which it is proposed to be located.

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## WORKSHEET 9: Zoning Variance Standards

General Standard. No variation will be granted pursuant to this Section unless the applicant will establish that carrying out the strict letter of the provisions of the Zoning Code would create a particular hardship or a practical difficulty and that the variance request satisfies the following standards:

- (a) Unique Physical Condition. The subject property is exceptional as compared to other lots subject to the same provision by reason of a unique physical condition, including presence of an existing use, structure or sign, whether conforming or nonconforming; irregular or substandard shape or size; exceptional topographical features; or other extraordinary physical conditions peculiar to and inherent in the subject property that amount to more than a mere inconvenience to the owner and that relate to or arise out of the lot rather than the personal situation of the current owner of the lot.
- (b) Not Self-Created. The aforesaid unique physical condition is not the result of any action or inaction of the owner or his predecessors in title and existed at the time of the enactment of the provisions from which a variation is sought or was created by natural forces or was the result of governmental action, other than the adoption of this Code, for which no compensation was paid.
- (c) Denied Substantial Rights. The carrying out of the strict letter of the provision from which a variation is sought would deprive the owner of the subject property of substantial rights commonly enjoyed by owners of other lots subject to the same provision.
- (d) Not Merely Special Privilege. The alleged hardship or difficulty is not merely the inability of the owner or occupant to enjoy some special privilege or additional right not available to owners or occupants of other lots subject to the same provision, nor merely an inability to make more money from the sale of the subject property; provided, however, that where the standards herein set out exist, the existence of an economic hardship will not be a prerequisite to the grant of an authorized variation.
- (e) Code and Plan Purposes. The variation would not result in a use or development of the subject property that would not be in harmony with the general and specific purposes for which this Code and the provision from which a variation is sought were enacted or the general purpose and intent of The Village of South Chicago Heights Comprehensive Land Use Plan.
- (f) Essential Character of the Area. The variation would not result in a use or development on the subject property that:
  - (i) Would be materially detrimental to the public welfare or materially injurious to the enjoyment, use, development value of property or improvements permitted in the vicinity;
  - (ii) Would materially impair an adequate supply of light and air to the properties and improvements in the vicinity;

- (iii) Would substantially increase congestion in the public streets due to traffic or parking;
  - (iv) Would unduly increase the danger of flood or fire;
  - (v) Would unduly tax public utilities and facilities in the area; or
  - (vi) Would endanger the public health and safety.
- (g) No Other Remedy. There is no means other than the requested variation by which the alleged hardship or difficulty can be avoided or remedied to a degree sufficient to permit a reasonable use of the subject property.

4829-9072-4155, v. 1