



VILLAGE OF VERNON HILLS
290 EVERGREEN DRIVE
VERNON HILLS, IL 60061
www.vernonhills.org
(847) 367-3700 FAX: (847) 367-2541

APPLICATION FOR PLANNING CONSIDERATION & TECHNICAL REVIEW

1.	Project Name:		
2.	General Location:		
3.	Address:	Acreage	
4.	Existing Zoning:	Proposed Zoning:	
5.	Existing Use:	Proposed Use:	
6.	PIN#:		
7.	Residential <input type="checkbox"/>	Commercial <input type="checkbox"/>	Industrial <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/>
Specify:			

PROJECT REPRESENTATIVES

8.	Petitioners Name:		
Company:			
Address:			
Telephone:			
E-Mail:		Fax:	

9.	Developer/Builder:		
Address:			
Telephone:			
E-Mail:		Fax:	

10.	Land Planner:		
Address:			
Telephone:			
E-Mail:		Fax:	

11.	Civil Engineer:		
Address:			
Telephone:			
E-Mail:		Fax:	

12.	FEE CALCULATIONS		
	Technical Review Fees (For the 1 st acre)	\$1,500	\$
	• Acreage X \$500 (For each additional acre)		\$
	Engineering Review (Minor projects not requiring Board approval)	\$100	\$
	Subdivision Review		
	• Preliminary &/or PUD	\$1,000	\$
	• Final &/or PUD	\$500	\$
	• Preliminary & Final	\$1,000	\$
	Rezoning Application	\$750	\$
	Code Amendment Application	\$750	\$
	Site/Architectural/Landscape Review	\$500	\$
	• Changes to Approved Plans	\$250	\$
	(THE ABOVE FEES ARE NON-REFUNDABLE)		
	Reimbursable Fees		\$
		TOTAL	

APPLICANT SIGNATURE

DATE

FOR OFFICIAL USE ONLY

Case #:	Date:
Received By:	
Fees: \$	
Check #:	

REIMBURSEMENT OF FEES AGREEMENT

13. Petitioners Name:		
Company:		
Address:		
Telephone:		
E-Mail:	Fax:	

14. Owner:	
Address:	
Telephone:	
E-Mail:	Fax:

APPLICATION INSTRUCTIONS

15. APPLICATION

Applications for a Zoning Amendment, Special Use Permit, Zoning Variation, Administrative Appeals, or Subdivision Review shall be filed with the Village Clerk on the attached forms. The application shall include a check for the review fee per the approved fee schedule or ordinance (Ordinance 2004-13 Adopted March 3, 2004). Following the receipt of the application, the item will be scheduled for a public hearing before the appropriate Village Committee.

16. REIMBURSEMENT OF FEES

In the event that it is necessary for the Village to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or other consultants, in connection with any Petitioner's request for the Village to consider or otherwise take action upon annexation, zoning change, subdivision development, PUD or other improvement or development upon real property, then the Petitioner and Owner of the property shall be jointly and severally liable for the payment of such professional fees plus ten percent (10%) to cover the Village's administrative expenses. At the time the Petitioner requests action from the Village, he/she will be required to, in addition to all applications fees, deposit the following amounts with the Village as an initial deposit to be credited against fees and costs incurred for the above described services:

5 ACRES AND UNDER	5.1 TO 10 ACRES	OVER 10.1 ACRES
\$3,000	\$6,000	\$10,000

The Village shall send the Petitioner regular invoices for the fees and costs and the Petitioner shall reimburse the Village within fifteen (15) days of receipt of said invoice. Failure to remit payment within fifteen (15) days will cause all reviews to cease.

A Petitioner, who withdraws a petition for annexation into the Village, may apply in writing to the Village for a refund of his initial deposit. The Board of Trustees may, in its discretion, approve the refund application less any actual fees and costs, which the Village has already incurred relative to the petition.

Any professional fees incurred as a direct or indirect result of the Petitioner, Owner or their agent requesting a professional opinion or other wise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with this section if, in the discretion of the Village, a professional opinion is desired.

Upon the failure of the Owner or Petitioner to reimburse the Village in accordance with this subsection no action on any request made by the Owner or Petitioner will be undertaken by the Village Board of Trustees, or by any other official, quasi-official or deliberative individual or body hereunder; and such request shall remain in abeyance until all outstanding fees are paid in full. Further, the Village may deny any application for a grading, building or other permit if such amounts have not been paid in full. Upon any failure to reimburse the Village in accordance with this section, the Village may in its discretion, elect to place a lien against any real property associated with the Petitioner's request. Interest in the amount of one and one-half percent (1 1/2% with a minimum of \$5.00) per month shall accrue on all sums outstanding for thirty (30) days or more. Said lien shall be in an amount equal to the outstanding amount owed to the Village.

The Village President and Board of Trustees and Village Manager and staff members are hereby authorized to assign requests for professional services to the Village staff or to consultants, as it deems appropriate.

The remedies available to the Village as set forth hereinabove are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law of competent jurisdiction.

17. **ACKNOWLEDGEMENT**

By signing below, the Petitioner and Owner acknowledge that each of them has read the foregoing paragraphs and each of them fully understands and agrees to comply with the terms set forth herein, further, by signing below, each signatory warrants that he/she/it possesses full authority to sign.

The Owner and Petitioner agree that Owner and Petitioner shall be jointly and severally liable for payment of fees referred to in the application sections of the ordinance of the Village of Vernon Hills, and as referred to hereinabove.

Village of Vernon Hills, Illinois

Village Manager: _____

Attest: _____

Date: _____

Petitioner: _____

Owner _____

Attest: _____

Date: _____

*When any professional services contemplated by this section are rendered by the Village staff, then in such case the party making the request shall reimburse the Village for its costs incurred in providing said professional services. Said reimbursement shall be at the rate of **Forty-Five Dollars (\$45.00)** per hour.*