

**CHECKLIST FOR FILING APPLICATIONS TO THE
PLANNING & ZONING BOARD OF APPEALS**

1. Petitions are to be filed with the Zoning Secretary.
2. Submit to the Zoning Secretary the following information on the forms provided by the Village **before** having them notarized.
 - A. Petition
 - B. Application
 - C. Legal Description in electronic form
3. Submit to the Zoning Secretary:
 - A. Original Plat of Survey with the raised seal of the Land Surveyor.
 - B. Proof of ownership of property. (Title Insurance, Deed, etc.)
4. Written description of the intended use describing in reasonable detail the type of operation, pertinent statistics in terms of building area, ground coverage, parking ratio, and operational characteristics, possible future expansion and any other information pertinent to an adequate understanding by the Planning and Zoning Board of Appeals of the intended use.
5. An accurate site of development plan of the property, drawn to scale, showing with adequate dimensions the location of all existing and proposed:
 - A. Structures and setbacks.
 - B. Driveways and street access.
 - C. Parking areas and required screening.
 - D. Walkways
 - E. Retaining Walls
 - F. Storage areas
 - G. Lighting
 - H. Fences, screening and green areas
 - I. Signs, size and location
 - J. Loading and unloading areas
 - K. Waste disposal facilities and screening thereof
 - L. Utilities
 - M. Storm Water drainage

6. ***All Zoning and Special Use Petitions must first have a meeting with the Planning Commission before they have a hearing before the Zoning Board.***

7. Copies of documents are to be submitted as follows: **put together in packets** and submitted to zoning secretary:
 - A. Zoning Petitions, Special Use Petitions,
 - A. One (1) Original
 1. Petition
 2. Application
 3. *Original Plat of Survey*
 4. Proof of ownership (copy)
 5. Drawing, pictures etc
 - B. Twenty seven (27) copies
 1. Petition
 2. Application
 3. Plat of Survey (copy)
 4. Proof of ownership (copy)
 5. Drawing, picture, etc.
 - B. Variance Petitions
 - A. One (1) Original
 1. Petition
 2. Application
 3. Original Plat of Survey
 4. Proof of ownership (copy)
 6. Drawing, pictures etc
 - B. Twenty (20) copies
 1. Petition
 2. Application
 3. Plat of Survey (copy)
 4. Drawing, picture, etc.

8. **NOTIFICATION:** Petitioner will give notification of contingent property owners to be made **no more than thirty (30) days or less than fifteen (15) days prior to hearing date.** This must be sent **certified return receipt requested.** List shall be obtained from the Township Assessors office. Legal Notice will be furnished by zoning secretary.
 - A. Proofs of certified notification (return receipt, hard green cards) shall be submitted at the start of the hearing along with the list of contingent property owners **signed by the assessor's office.**

9. **PUBLICATION OF HEARING:** The Zoning Secretary will handle the publication of the hearing and the bill will be submitted to the applicant for payment before the hearing.

10. **POSTING OF PROPERTY.** The property must be posted at the property lines on all four sides no more than thirty (30) days or less than fifteen (15) days prior to hearing date. The Zoning Secretary will provide signs for the petitioner to post.

11. **FEES:**

A.	Rezoning, other than to manufacturing district	\$ 700.00
B.	Rezoning to manufacturing district	\$1,000.00
C.	Variation	\$ 400.00
D.	Special Use	\$ 700.00
E.	Special – Planned Unit Development	\$1,500.00
F.	Appeals from Building Commissioner’s Ruling	\$ 400.00
G.	Planning Board Special Meetings or Hearings	\$ 300.00
H.	Preliminary Plat \$20.00 per lot, \$200.00 minimum	

STATE OF ILLINOIS }
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 } SS.
COUNTY OF LAKE }

BEFORE THE ZONING BOARD OF APPEALS
VILLAGE OF FOX LAKE

TO: HONORABLE CHAIRPERSON
AND MEMBERS OF THE
ZONING BOARD OF APPEALS

PETITION FOR

NOW comes owner of the following described real estate, to wit:

The property is presently classified under the Village Ordinance as , and the property is currently used as . The Petitioner plans on using the property for and requests the following:

The Petitioner stated the following in support of their request:

WHEREFORE, your Petitioner requests that your Honorable Body, pursuant to your rules and regulations, will hold a public hearing as provided for by the Statutes and as a reason of said hearing recommended to the Village Board of Trustees, that the Village of Fox Lake Zoning Ordinance be so amended to grant the Petitioner's request.

Common Address of Property:

Dated this ____ Day of _____, 200 .

PETITIONER

Subscribed and sworn to before me

This ____ day of _____ 200 .

NOTARY PUBLIC

ADDITIONAL INFORMATION IS REQUIRED, TRUST IDENTIFICATION, BENEFICIARIES, CORPORATE STOCKHOLDER, CONTRACT PURCHASER, ETC.

**VILLAGE OF FOX LAKE
ZONING BOARD OF APPEALS
APPLICATION FOR PUBLIC HEARING**

Type of request: Rezoning, Variation, Conditional Use, Etc.

Description of property:

Street Address or Location:

Zoning District:

Legal Description of Property: (See Attached)

Title Holder's Name:

Phone:

Address:

Petitioner's Name:

Phone:

Address:

Attorney's Name:

Phone:

Address:

Purpose of Appeal and Extent of Request Variation:

ATTACHED HERETO AND MADE A PART OF THIS APPEAL, I SUBMIT THE FOLLOWING:

Site Plan Petition Drawings Surveys Photos Other

AFFIDAVIT

I hereby depose and say that all the above statements and the statements contained in the paper submitted herewith are true.

Subscribed and sworn to before me

APPLICANT SIGN HERE

This ____ Day of _____, 200 .

NOTARY PUBLIC

APPLICATION TO BE SUBMITTED IN APPROPRIATE PACKETS

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ZONING BOARD OF APPEALS

CONTIGUOUS PROPERTY OWNERS LIST

Property Location/Address: _____

Applicant Names: _____

Applicant Address: _____

Property's Permanent Index Number: _____

Property's Lot Number: _____

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Listed below are contiguous property owners that must be notified of your zoning hearing:

This sheet must be submitted at the zoning hearing with GIS format map and computerized contiguous property owner list.

Date: _____ Township Assessor's Office _____

STATE OF ILLINOIS }

} SS.

COUNTY OF LAKE }

EXAMPLE

BEFORE THE ZONING BOARD OF APPEALS
VILLAGE OF FOX LAKE

TO: HONORABLE CHAIRPERSON
AND MEMBERS OF THE
ZONING BOARD OF APPEALS

PETITION FOR **(Special Use, Variance, etc).**

NOW comes **(Owner/Leasee)** owner of the following described real estate, to wit:

(Legal Description)

The property is presently classified under the Village Ordinance as **(Zoning Classification)**, and the property is currently used as **(Single Family, etc.)**. The Petitioner plans on using the property for **(What do you plan on using the property for?)** and requests the following:

(What you are requesting)

The Petitioner stated the following in support of their request:

(Give a brief statement that supports your request and the impact to the surrounding area)

WHEREFORE, your Petitioner requests that your Honorable Body, pursuant to your rules and regulations, will hold a public hearing as provided for by the Statutes and as a reason of said hearing recommended to the Village Board of Trustees, that the Village of Fox Lake Zoning Ordinance be so amended to grant the Petitioner's request.

Common Address of Property: **(Physical Address)**

Dated this ____ Day of _____, 200 .

PETITIONER

Subscribed and sworn to before me

This ____ day of _____ 200 .

NOTARY PUBLIC

ADDITIONAL INFORMATION IS REQUIRED, TRUST IDENTIFICATION, BENEFICIARIES, CORPORATE STOCKHOLDER, CONTRACT PURCHASER, ETC.