



1610 Plainfield Rd.
Crest Hill, IL 60403
815-741-5100

Raymond R. Soliman, MAYOR

Christine Vershay-Hall, CITY CLERK

In order for the City of Crest Hill to assign a Plan Commission meeting date for your request you must:

1. Submit the Application for Development (attached) fully completed. **Keep a copy of the application for yourself.**
2. Submit any documents related to your request. These may include, but are not limited to plat, elevations, plans, and/or drawings.

These items must be submitted to the Building Department for review. Once approved you will be contacted with your meeting date. **At that point you must submit to the City Clerk's Office:**

1. A check in the appropriate amount made payable to the City of Crest Hill. The Professional Fee Summary is attached.
2. Thirty (30) copies of the application and all paperwork or documents deemed necessary by the City.
3. One (1) electronic copy of the legal description of the property.

Once reviewed and approved, your case will be placed on the next appropriate agenda for the Plan Commission hearing and the Clerk's Office will submit the legal notice to the local newspaper for publication. The Herald News will contact you with the publication cost and the ad must be paid in advance of the publication. You may contact the Herald News at 815-526-4459 to arrange for payment.

After payment has been completed, you must begin notifying surrounding property owners within three hundred (300) feet of the subject property (500 feet for a PUD) no later than 15 calendar days from the Plan Commission hearing, giving a full description of the action needed approval by the Plan Commission. This can be done by in person delivery or by certified mail with return receipt.

A Schedule Guideline is attached.

The following steps must be submitted no less than one week prior to the Plan Commission hearing:

1. A receipt for the paid publication notice from the Herald News.
2. The affidavit of signatures sheet(s) filled out and notarized if delivered in person.
3. One set of copies of the certified mail receipts (green return cards) along with a copy of a receipt from the post office.

IF ANY ITEMS ARE NOT RECEIVED BY THE CITY AT THE APPROPRIATE TIME, THE CASE WILL BE TABLED UNTIL THE NEXT AVAILABLE PLAN COMMISSION MEETING.

Application for Development

For Office Use Only: Case Number: _____

Project Name: _____

Owner: _____ Correspondence To: _____

Street No: _____ Street No: _____

City, State, Zip: _____ City, State, Zip: _____

Phone: _____ Phone: _____

Email or fax: _____ Email or fax: _____

Property Address:	Property Information:
Street No: _____	Lot Width: _____
City, State, Zip: _____	Lot Depth: _____
PIN: _____	Total Area: _____

- * Attach a copy of the legal description of the property and applicable fees.
- * Submit electronic version of the legal description to:
mdeharo@cityofcresthill.com and lthrasher@cityofcresthill.com.

Existing Zoning: Existing Land Use: _____

Requested Zoning: Proposed Land Use: _____

Adjoining Properties Zoning and Uses:

North of Property: _____

South of Property: _____

East of Property: _____

West of Property: _____

Purpose Statement (intended use and approval sought): _____

Development Request: Please check all that apply and describe:

- Rezoning: _____
- Special Use: _____
- Variance: _____
- Planned Unit Development: _____
- Annexation: _____
- Plat: _____
- Other: _____

Contact Information – if not yet known, please indicate as TBD. Check those parties in which copies of all correspondences should be forwarded.

- Civil Engineer _____ Phone Number _____
Company _____ Email Address _____
- Contractor _____ Phone Number _____
Company _____ Email Address _____
- Architect _____ Phone Number _____
Company _____ Email Address _____
- Builder _____ Phone Number _____
Company _____ Email Address _____

I agree to be present (in person or by counsel) when the Plan Commission and City Council hear this development request.

Signature of the Applicant Date

If you (the applicant) are not the owner of record, please provide the owner's signature.

Signature of the Owner Date

**APPENDIX B
PROFESSIONAL FEE SUMMARY**

PROJECT COMPONENT	LESS THAN 10 ACRES	10 ACRES OR GREATER	SPECIAL CONDITIONS
CONCEPT PLAN REVIEW	\$500	\$1,000	(1)
ANNEXATION AGREEMENT (INCLUDING ZONING)	\$5,000	\$7,500	(2), (3)
PROPERTY RE-ZONING / SPECIAL USE PERMIT	\$1,000	\$1,000	(3)
PLANNED UNIT DEVELOPMENT RESIDENTIAL	\$4,000	\$6,000	(2), (3)
NON-RESIDENTIAL	\$2,500	\$5,000	(2), (3)
SITE ENGINEERING PLAN REVIEW (INCLUDES PRELIM & FINAL PLAT, SITE DESIGN, CONSTRUCTION INSPECTION, ADMINISTRATION)	4.5% of EEOGCC	4.5% of EEOGCC	(2), (4), (5)
LANDSCAPING PLAN REVIEW	\$750	\$1,000	(2)
ZONING VARIANCES & APPEALS SINGLE FAMILY RESIDENTIAL	\$150	\$150	(3)
ALL OTHERS	\$1,000	\$1,000	(3)
PARKING VARIANCES	\$250	\$500	(2)
SIGN PERMIT VARIANCES TEMPORARY	\$250	\$250	
PERMANENT	\$500	\$500	

- (1) Base fee includes one (1) reviews and related meeting (if necessary). Each subsequent review requires additional fee of 50% of base fee, to be paid at time of subsequent submittal.
- (2) Base fee includes up to three (3) professional reviews and related meetings (if necessary). Each subsequent review requires additional fee of 50% of base fee, paid at time of subsequent submittal.
- (3) Applicant must also pay actual cost for published notices for applicable hearing and/or recording fees with Will County's Recorder's Office.
- (4) Initial 4.5% fee calculated per approved preliminary construction cost estimate submitted with initial engineering plan. Final fee calculated per final Engineer's Estimate of Probable Construction Cost (EEOGCC) submitted with final engineering plan and as approved by City. All cost differences shall be paid in full by applicant prior to final plan approval and/or mass grading authorization.
- (5) During construction, applicant pays additional costs for all re-inspections and re-tests due to failed inspection or test.

2022 Schedule Guideline

Submittal for Staff Review ¹	Submittal for Packet ²	Public Notification		Plan Commission Meeting	Submittal for Staff Review ¹	Submittal for Packet ²	City Council Meeting ⁴
		Earliest Date	Latest Date				
12-6-2021	12-20-2021	12-14-2021	12-28-2021	1-12-2022	1-17-2022	1-26-2022	2-7-2022
1-3-2022	1-17-2022	1-11-2022	1-25-2022	2-9-2022	2-14-2022	2-23-2022	3-7-2022
2-7-2022	2-21-2022	2-15-2022	2-28-2022	3-9-2022	3-14-2022	3-30-2022	4-4-2022
3-7-2022	3-21-2022	3-15-2022	3-29-2022	4-13-2022	4-18-2022	4-27-2022	5-2-2022
4-4-2022	4-18-2022	4-12-2022	4-26-2022	5-11-2022	5-16-2022	5-25-2022	6-6-2022
5-2-2022	5-16-2022	5-10-2022	5-25-2022	6-8-2022	6-13-2022	6-29-2022	7-5-2022
6-6-2022	6-20-2022	6-14-2022	6-29-2022	7-13-2022	7-18-2022	7-27-2022	8-1-2022
7-5-2022	7-19-2022	7-13-2022	7-27-2022	8-10-2022	8-15-2022	8-31-2022	9-6-2022
8-1-2022	8-15-2022	8-9-2022	8-23-2022	9-14-2022	9-19-2022	9-28-2022	10-3-2022
9-6-2022	9-20-2022	9-14-2022	9-28-2022	10-12-2022	10-17-2022	10-26-2022	11-7-2022
10-3-2022	10-17-2022	10-11-2022	10-25-2022	11-9-2022	11-14-2022	11-30-2022	12-5-2022
11-7-2022	11-21-2022	11-15-2022	11-29-2022	12-14-2022	12-19-2022	12-28-2022	1-3-2023

Notes:

1. Most *first* submittals will not be ready for packets for the Plan Commission or City Council. The time to prepare a project for a Plan Commission and/or City Council meeting can range from one to several months ahead of this schedule depending on the complexity of the project, as well as the completeness and accuracy of the submittal(s). The optional Concept meeting is intended to expedite the timeline. Refer to Steps 2-10 in the Development Handbook.
2. Time must be provided to review and prepare Staff Summaries prior to the above packet dates. *Do not drop off the 30 copies (or 20 copies) for packets until City Staff has indicated that the documents are ready for review by the Plan Commission (or City Council).* When applicable, include transcripts from the Plan Commission Public Hearing for the City Council Packets. Refer to Steps 6 and 10 in the Development Handbook.
3. To determine applicability, contact the Clerk's Office or Step 6 in the Development Handbook.
4. Projects are often placed on City Council agendas for the first meeting of the month, however, depending on various factors, may be extended up to 80 days after the Plan Commission meeting. Also, depending on the project complexity, and at the discretion of the developer, City Staff, Plan Commission, and City Council, the project may be discussed at a CC Work Session prior to City Council Meeting.

****The above table is a guideline. The Plan Commission and City Council Meeting schedules are subject to change. Refer to the online calendar at: <http://cityofcresthill.com/index.php/resident-info/calendar-of-events>. City Staff and/or the City Engineer are available to discuss scheduling and timelines for your particular project.***