

CITY OF CREST HILL
1610 Plainfield Road
Crest Hill, IL 60403
(815) 741-5100

Raymond R. Soliman, MAYOR

Vicki Hackney, CITY CLERK

The following steps must be completed in order for the City of Crest Hill to assign a Plan Commission meeting date for your request:

1. A check in the appropriate amount must be submitted and made payable to the City of Crest Hill. You will find the fee summary attached that will outline the cost for your specific request.
2. Submit thirty (30) copies of the application and any paperwork or documentation (site plans, plat of survey, specific agreements, etc.) deemed necessary by the Building Inspector and City Engineer.
3. One (1) electronic copy of the legal description of the property must be submitted for the publication notice.

Please submit all these items to the Building Department. Once received, 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 placed 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 days of the Plan Commission hearing, giving a full description of the action needed approval by the Plan Commission. This can be done by person delivery or by certified mail with return receipt.

The following steps must be submitted 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 personally.
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 OF THESE ITEMS ARE NOT RECEIVED BY THE CITY OF CREST HILL AT THE APPROPRIATE TIME, THE CASE WILL BE TABLED UNTIL THE NEXT AVAILABLE PLAN COMMISSION MEETING.

The following is a list of helpful items you can print from www.cityofcresthill.com:

1. The Development Handbook which outlines in detail a step by step process
2. Application for development (one is attached to this form)
3. Professional Fee Summary (one is attached to this form)
4. A schedule guideline for Plan Commission and City Council meetings

Building Department 815-741-5106
City Clerk's Office 815-741-5100

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 NON-RESIDENTIAL	\$4,000 \$2,500	\$6,000 \$5,000	(2), (3) (2), (3)
SITE ENGINEERING PLAN REVIEW (INCLUDES PRELIM & FINAL PLAT, SITE DESIGN, CONSTRUCTION INSPECTION, ADMINISTRATION)	4.5% of EEOPCC	4.5% of EEOPCC	(2), (4), (5)
LANDSCAPING PLAN REVIEW	\$750	\$1,000	(2)
ZONING VARIANCES & APPEALS SINGLE FAMILY RESIDENTIAL ALL OTHERS	\$150 \$1,000	\$150 \$1,000	(3) (3)
PARKING VARIANCES	\$250	\$500	(2)
SIGN PERMIT VARIANCES TEMPORARY PERMANENT	\$250 \$500	\$250 \$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 (EEOPCC) 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.

2018 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				
12/04/2017	12/18/2017	12/12/2017	12/26/2017	1/10/2018	01/15/2018	01/29/2018	02/05/2018
01/08/2018	01/22/2018	01/16/2018	01/30/2018	2/14/2018	02/19/2018	02/26/2018	03/05/2018
02/05/2018	02/19/2018	02/13/2018	02/27/2018	3/14/2018	03/19/2018	03/26/2018	04/02/2018
03/05/2018	03/19/2018	03/13/2018	03/27/2018	4/11/2018	04/16/2018	04/30/2018	05/07/2018
04/02/2018	04/16/2018	04/10/2018	04/24/2018	5/09/2018	05/14/2018	05/28/2018	06/04/2018
05/07/2018	05/21/2018	05/15/2018	05/29/2018	06/13/2018	06/18/2018	06/25/2018	07/02/2018
06/04/2018	06/18/2018	06/12/2018	06/26/2018	07/11/2018	07/16/2018	07/30/2018	08/06/2018
07/02/2018	07/16/2018	07/10/2018	07/24/2018	08/08/2018	08/13/2018	08/27/2018	09/04/2018
08/06/2018	08/20/2018	08/14/2018	08/28/2018	09/12/2018	09/17/2018	09/24/2018	10/01/2018
09/03/2018	09/17/2018	09/11/2018	09/25/2018	10/10/2018	10/15/2018	10/29/2018	11/05/2018
10/08/2018	10/22/2018	10/16/2018	10/30/2018	11/14/2018	11/19/2018	11/26/2018	12/03/2018
11/05/2018	11/19/2018	11/13/2018	11/27/2018	12/12/2018	12/17/2018	12/31/2018	01/07/2019

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.***