



Village of Bourbonnais Zoning Application and Hearing

1. Applications requiring public hearing will be scheduled at such time when applications are filed in proper form and number and containing all required information is deemed complete by the Zoning Administrator.
2. Applications that do not require a public hearing will be filed in proper form. Applications so filed will be processed on a first-filed, first-processed basis.
 - a. 10 copies of the application, affidavit of notification, and all supporting information and exhibits
 - b. One electronic copy of the submittal
3. An applicant can, and is encouraged, to request a pre-application conference for a specific application. The pre-conference does not relieve the applicant of the rules for Hearing.

Public Hearing Notice

1. **Content of Notice.** All notices will include the date, time and place of such hearing or meeting, a description of the matter to be heard or considered, and the common street address, Parcel Index Number(s), and particular location of the subject property.
2. **Persons Entitled to Notice.**

Notice by Mail. If a specific property is the subject of the application, the applicant will distribute notice by U.S. Mail to the taxpayers of record for all properties located adjacent to the subject property. For the purposes of this Section, adjacent properties shall include all properties that adjoin the subject property and all properties located directly across a public or private street from the subject property. The Zoning Administrator or PZA Chairman have the authority to require additional notices if deemed necessary. The notice must be postmarked no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date.

 - a. By regular mail or personal delivery to the applicant and, if a specific parcel is the subject of the application, to the owner of the subject property.
 - b. By regular mail, personal delivery or interdepartmental delivery to affected Village Board, Commissions, Departments and Officials.

Delivery of Notice. Applicant shall provide to the Zoning Administrator an Affidavit of Notice as herein required no less than five days before the hearing or meeting date.

3. **Notice by Newspaper Publication.** The Zoning Administrator will cause a notice to be published in a newspaper published in, or of general circulation within the Village at least once no less than fifteen (15) days, nor more than thirty (30) days, in advance of the hearing date.
4. **Notice by Sign.** If a specific property is required to have a public hearing, the Village will post the subject property with a ground sign of approximately six (6) square feet of gross surface area containing the legibly written notice. The sign will be located on the subject property so as to be visible from at least one (1) right-of-way abutting the subject property, and the sign's location must be approved by the Zoning Administrator. The applicant will remove the sign within three (3) days after the hearing is closed. The notice by sign requirement will not be applicable for any application for a variation.

Action by the Planning and Zoning Commission. Within forty-five (45) days following conclusion of the public hearing, the Planning and Zoning Commission will transmit to the Village Board its recommendation.

Action by the Village Board: Within ninety (90) days following the receipt of the recommendation of the Planning and Zoning Commission, or its failure to act as above provided, the Village Board will either deny the application or, by ordinance authorize that the application be considered for Final Approval.

Fees:

Initial Payment and Escrow. Every application filed will be accompanied by the required fee plus and additional amount for recoverable costs to be deposited in an application fee escrow.

Charges Against Escrow. From the date of filing of any application, the Village will maintain an accurate record of the actual costs, as hereinabove defined, of processing such application. The Zoning Administrator will, from time to time, draw funds from the escrow account established for such application to pay such costs and will transfer such funds to the appropriate Village accounts. The Zoning Administrator will maintain an accurate record of all such drawings.

Additional Escrow Deposits. Should the Zoning Administrator at any time determine that the escrow account established in connection with any application is, or is likely to become, insufficient to pay the actual costs of processing such application, the Zoning Administrator will inform the applicant of that fact and demand an additional deposit in an amount deemed by her to be sufficient to cover foreseeable additional costs. Unless and until such additional amount is deposited by the applicant, the Zoning Administrator may direct that processing of the application will be suspended or terminated.

Final Settlement. As soon as reasonably feasible following final action on an application, the Zoning Administrator will cause a final accounting to be made of the escrow deposits made in connection with such application and the actual cost of processing such application and will make a final charge of such costs against such escrow deposits. A copy of the accounting will be provided to the owner and the applicant.

If the amount in the escrow account is insufficient to pay the total actual costs, a written demand for payment of the balance due will be mailed to the owner and the applicant. If unused balance remains in the escrow account after paying the total actual costs, it will be returned to the applicant.

Fee Schedule:

		Planning Review Fees	Public Hearing Fee
Annexation ^	0-5 acres	\$700	\$600 **
	6-10 acres	\$1,000 + \$75/acre	\$600 **
	11-50 acres	\$1,500 + \$50/acre	\$600 **
	51-100 acres	\$2,500 + \$40/acre	\$600 **
	101-320 acres	\$3,500 + \$30/acre	\$600 **
	Over 320 acres	\$25/acre	\$600 **
Annexation Agreement ^		\$250	N/A
Planned Unit Development ^			
Preliminary P.U.D. Plat			
	Less than 10 acres	\$1,000 + \$50/acre	\$350 *
	10 acres or more	\$1,000 + \$50/acre	\$450 **
Final P.U.D. Plat			
		\$1,000 + \$5 per lot	N/A
Rezoning ^	Less than 1 acre	\$250	\$350 *
	1-10 acres	\$500 + \$100 for each additional zoning district	\$350 *
	10 acres or more	\$500 + \$100 for each additional zoning district	\$450 **
Special Use ^	Less than 10 acres	\$500	\$350 *
	10 acres or more	\$500	\$450 **
Subdivision ^			
Preliminary Plat		\$500 + \$15 per lot	N/A
Final Plat		\$500 + \$15 per lot	N/A
Variance ^	Residential - Single Lot	\$200	N/A
	Residential	\$250 + \$25 per additional variance	\$100 + \$50 sign deposit
	Non-Residential	\$500 + \$50 per additional variance	\$ 350 *

^ A Professional Fee Agreement and Security Deposit (based on the table below for Preliminary Subdivision Plat, Preliminary P.U.D. Plat, Site Plans, Architectural Review, Entrance Permits, Final Subdivision Plat or Final P.U.D. Plats) is required (separate check). The Security Deposit will be returned once the project is completed, as determined by the Village, and all outstanding bills have been paid. For multiple requests filed simultaneously, only one Security Deposit is required, based upon the application requiring the largest Security Deposit.

* \$200 additional fee per additional sign required for corner lots

** \$250 additional fee per additional sign required for corner lots

Structure(s) Size	ESCROW FUND Amount
Up to 5,000 SF	\$ 5,000.00
5,001 to 10,000 SF	\$ 10,000.00
10,001 to 40,000 SF	\$ 20,000.00
40,001 to 80,000 SF	\$ 25,000.00
80,001 to 100,000 SF	\$ 30,000.00
100,001 to 250,000 SF	\$ 40,000.00
above 250,001	\$ 0.20 per SF
If there are multiple buildings on the development being reviewed the total calculated amount of SF will be used to determine the ESCROW FUND Amount	

Note: Fees subject to change without notice.

12/16/2022