Development Application



City of Crystal Lake
Planning & Economic Development

Phone: (815) 356-3615 ▪ Fax: (815) 479-1647 ▪ Web: www.crystallake.org

100 West Woodstock Street ▪ P.O. Box 597 ▪ Crystal Lake, Illinois 60039-0597

This general application form relates to the following requests.

- Annexation*
- Appeal*
- Comprehensive Plan Amendment
- PUD – Conceptual review
- PUD – Preliminary*
- PUD – Final
- PUD – Amendment*
- Rezoning*
- Special Use Permit*
- Subdivision – Preliminary
- Subdivision – Final
- Subdivision Ordinance Variation
- Text Amendment – Zoning Ordinance*
- Variation – Subdivision Ordinance
- Variation – Zoning Ordinance*

*Requires Public Hearing and notification requirements on page 5

Review Process

Pre-Application Review

☐ Pre-application review meeting with the Planning Department (optional)

Staff Review

☐ Submittal of one (1) full-size set of materials for staff review

☐ Staff review of materials

☐ Upon approval, petitioner submits full set of materials for review by City Departments

☐ Departmental review

☐ Revisions/responses by petitioner, if necessary

☐ Departmental review and recap

Public Review

☐ Scheduling of Public Meeting/Public Hearing by Planning Department

☐ Legal Notice, Neighbor Notification and Sign Posting (if indicated with an asterisk [*] above)

☐ Planning and Zoning Commission meeting

☐ City Council meeting

Approved petitions

☐ Adoption of Ordinance or approval by City Council

☐ Application to Building Department for permits

Application Documents

Planning & Economic Development Department staff will notify you of which additional materials are required. Plans over 8.5 x 11 must be folded. Please do not roll plan sets.

☐ **Application Form** (1 copy – 8½" x 11")

☐ **Application Fee** – *See Fee Schedule on page 4*

☐ **Ownership information** (1 copy) (title insurance, warranty deed, most recent tax bill etc. – if the applicant is not the owner of the property, the owner must also sign the application or submit written acknowledgement of the application)

☐ **Plat of Survey** (1 copy) (must show all dimensions of existing buildings, existing easements and any other structures)

Project Drawings:

☐ Preliminary or Final Site Plan (1 copy) (include project data [i.e., building area, land area, FAR, coverage, parking and landscaping calculations, etc.] and all site improvements, such as sign location, screened trash container area, loading docks, fire lanes, lighting details, parking, drainage easements)

☐ Preliminary or Final Engineering (1 copy) (grading plan, preliminary or final stormwater analysis and supporting calculations, utility plan, erosion control, road profiles, City details)

☐ Floor Plans (1 copy)

☐ Building Elevations (1 copy)

☐ Landscape Plan (1 copy) (indicate species, plant location, quantity, size at planting, spacing, and utility easement locations)

☐ Sign elevations (1 copy)

Other Documents or Requirements:

☐ Annexation and/or Zoning Petition (1 copy)

☐ Preliminary or Final Plat of Subdivision (1 copy)

☐ Traffic Study

☐ Tree Survey (1 copy)

☐ Watershed Analysis

Notification Requirements

The fees listed below are cumulative. Portions of an acre are rounded up to the next acre. Please make checks payable to the *City of Crystal Lake*.

Administrative Subdivision		$175
Annexation		$750/acre
Appeal		$250
PUD - Conceptual review		$200
PUD - Preliminary		
	0-2 acres	$755
	3+ acres	$755 + $50/acre
PUD – Final		
	0-2 acres	$505
	3+ acres	$505 + $50/acre
PUD – Amendment		$355
Rezoning - (to non-residential)		
	0-2 acres	$505
	3+ acres	$505 + $50/acre
Rezoning - (to residential)		
	0-2 acres	$305
	3+ acres	$305 + $50/acre
Special Meeting		$500
Special Use Permit[1]		
	0-2 acres	$355
	3+ acres	$505 + $50/acre
	Home Day Care	$80
Minor Subdivision		
	0-2 acres	$300
	3+ acres	$300 + $50/acre
Major Subdivision - Preliminary Plat		
	0-2 acres	$300
	3+ acres	$300 + $50/acre
Major Subdivision - Final Plat		
	1-2 acres	$600
	Over 2 acres	$600 + $50/acre
Text Amendment to the Zoning Ordinance		$350
Variation - non-residential[1]		
	0-2 acres	$305
	3+ acres	$505

[1] When associated with a PUD request, Special Use Permit or Variation fees are not charged

Notification Requirements

The following procedures are only required for the requests indicated with an asterisk on page 2.

1 Legal notice (15-30 days prior to public hearing at Planning and Zoning Commission)

- Petitioner must submit legal notice to the *Northwest Herald* newspaper for a one-day publication.
- Legal notice must be submitted at least two business days prior to publication date.
- Planning Department must review the notice to ensure that it is sufficient prior to submission.
- A Legal Notice Template is provided on page 6 to serve as a guide.
- *Northwest Herald* contact info: 7717 S. Route 31, Crystal Lake IL 60014
  (815) 459-4040 (phone) ▪ (815) 477-4960 (fax) ▪ www.nwherald.com (web)

2 Neighbor notification (15-30 days prior to public hearing)

- Petitioner is required to mail a copy of the Legal Notice by First Class Mail to all property owners within 200 feet of the full perimeter of the property in question (exclusive of rights-of-way).
- Names and addresses of surrounding property owners can be obtained from the County Treasurer's Office at the County Administration Center in Woodstock.
- Treasurer's Office contact info: 2200 N. Seminary (Rt. 47) Woodstock, IL 60098
  (815) 334-4260 (phone) ▪ www.co.mchenry.il.us (web)

3 Post "Public Notice" sign (15-30 days prior to public hearing)

- Petitioner is required to post a "Public Notice" sign on the property in question.
- Sign must be visible from the street for which the property's street address is located.
- Large properties with more than one frontage may require more than one sign.

4 Publisher's certificate of publication (no later than public hearing)

- The *Northwest Herald* will send a Certificate of Publication after the legal notice is published.
- The Certificate must be submitted to Staff.

5 Signed and notarized affidavit (no later than public hearing)

- A signed and notarized affidavit verifying that the legal notice has been mailed to property owners and "Public Notice" Sign has been posted must be submitted to Staff.
- An Affidavit Template is provided on page 7 to serve as a guide.

Sample timeline of notification requirements

Monday	Tuesday	Wednesday	Thursday	Friday
Submittal				**1**
	2 , 3			
		4 , 5 Public Hearing		

Notification—Affidavit Template

The Planning Department will review the legal notice to ensure that it is sufficient prior to submission for publication. The italicized text depends on the type of request.

BEFORE THE *PLANNING AND ZONING COMMISSION* OF
THE CITY OF CRYSTAL LAKE

IN THE MATTER OF THE APPLICATION OF
(Name of Applicant, Trust, etc.)

LEGAL NOTICE

Notice is hereby given in compliance with the Zoning Ordinance of the City of Crystal Lake, Illinois, that a public hearing will be held before the *Planning and Zoning Commission* of the City of Crystal Lake upon the application of (**Name of Applicant, Trust, etc.**) relating to the following described real estate:

(**Legal description of property, or attach as Exhibit "A"**)

commonly known as (**Address of property**).

This application is filed for the purpose of (**action requested**), pursuant to the requirements of Section (**XXX**) of the Crystal Lake Zoning Ordinance.

A public meeting before the *Planning and Zoning Commission* on the request will be held at 7:00 p.m. on (**if applicable, date of hearing, as determined by Planning staff**), at the Crystal Lake City Hall, 100 West Woodstock Street, at which time and place any person determining to be heard may be present.

A public hearing before the *Planning and Zoning Commission* on the request will be held at 7:00 p.m. on (**date of hearing, as determined by Planning staff**), at the Crystal Lake City Hall, 100 West Woodstock Street, at which time and place any person determining to be heard may be present.

Jeff Greenman, Chair
Planning and Zoning Commission
City of Crystal Lake

TO BE PUBLISHED IN THE NORTHWEST HERALD ON (**date of publication**)

Notification—Affidavit Template

The italicized text depends on the type of request.

STATE OF ILLINOIS

COUNTY OF MCHENRY

IN THE MATTER OF THE APPLICATION OF
(**Name and address of Applicant, Trust, etc.**)

AFFIDAVIT

(**Name of the Applicant, Trust, etc.**), being first duly sworn on oath deposes and states as follows:
A. That a copy of the legal notice, concerning the hearing date for the above mentioned Petitioner, was sent to each of the persons named below by regular mail notifying them of the hearing before the *Planning and Zoning Commission* on (**Date**), at 7:00 p.m., at the Crystal Lake City Hall, 100 West Woodstock Street in Crystal Lake, Illinois. Said notice was mailed to each of the below mentioned persons by regular mail on (**Date**).

B. That the posting requirements of the Zoning Ordinance have been complied with by placing the customary public notice sign on the subject property on (**Date**).

_____
(**Printed name of Applicant, Trust, etc. here and signed above**)

Subscribed and Sworn to me before
This ____ day of _____ , 202___ .

_____
Notary Public

City of Crystal Lake
Development Application

Office Use Only
File # _____

Project Title: _____

Action Requested

__ **Annexation**
__ **Comprehensive Plan Amendment**
__ **Conceptual PUD Review**
__ **Final PUD**
__ **Final PUD Amendment**
__ **Final Plat of Subdivision**
__ **Preliminary PUD**
__ **Preliminary Plat of Subdivision**
__ **Rezoning**
__ **Special Use Permit**
__ **Variation**
__ **Other**

Petitioner Information

Name: _____
Address: _____
_____
Phone: _____
Fax: _____
E-mail: _____

Owner Information (if different)

Name: _____
Address: _____
_____
Phone: _____
Fax: _____
E-mail: _____

Property Information

Project Description: _____
_____
_____
_____
Project Address/Location: _____
_____
_____
PIN Number(s): _____

Development Team

Please include address, phone, fax and e-mail

Developer: _____

Architect: _____

Attorney: _____

Engineer: _____

Landscape Architect: _____

Planner: _____

Surveyor: _____

Other: _____

Signatures

_____

PETITIONER: Print and Sign name (*if different from owner*) **Date**

As owner of the property in question, I hereby authorize the seeking of the above requested action.

_____

OWNER: Print and Sign name **Date**

NOTE: If the property is held in trust, the trust officer must sign this petition as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.