

***VILLAGE OF INDIAN HEAD PARK  
PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

Commissioner Earl O'Malley

Commissioner Mike Lopez

Commissioner Jack Yelnick

\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

## **INTRODUCTION AND MEETING NOTICES**

The Village of Indian Head Park Planning and Zoning Commission conducts their regular scheduled meetings on the first Tuesday of each month at 7:30 p.m. at the Municipal Facility. If it is determined that a public hearing is required to consider a petition for a variation, plans must first be submitted to the Building Department for review at least 20 days prior to a public hearing date being scheduled before the Commission. This period of time is necessary to complete an initial plan review report to determine the zoning relief that is being requested by the petitioner as well as to comply with all applicable posting and publication deadlines that are required by Village ordinances.

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## **PARTICIPATION IN THE PUBLIC HEARING PROCESS**

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## **DOCUMENTS NECESSARY TO SUBMIT FOR A PUBLIC HEARING PROCESS**

- ❑ A "Zoning Petition for Variation" form signed by the property owner or their designated agent as well a check payable to the Village of Indian Head Park for the zoning fee determined by the Village is required prior to scheduling a public hearing before the Planning and Zoning Commission.
- ❑ 10 sets of preliminary architectural drawings and site plans in a reduced readable format – 11 x 17 showing existing and proposed buildings with setbacks denoted on the plans. These plans will be submitted to the Planning and Zoning Commission after an initial building plan review and prior to the public hearing.

- Please provide a cover letter with the plans detailing the purpose of your zoning request.
- 10 copies of a legal Certified Plat of Survey, to scale for the subject property showing all structures and distances from all lot lines, including the address and a legal description of the property.
- 10 copies of a preliminary topographical site plan or grading plan (if applicable).
- If the property is located within a townhome development area; Association approval must first be obtained by the property owner; with the Association approval letter to be provided to the Village with the above referenced materials.
- A list of all adjacent property owners including addresses within two hundred feet (200') of the subject property.

## **ZONING FEES**

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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***VILLAGE OF INDIAN HEAD PARK  
PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

Commissioner Earl O'Malley

Commissioner Mike Lopez

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\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

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MEETING PROCEDURE GUIDELINES***

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Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
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Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

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**Planning and Zoning Commission**

8/26/08

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TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
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8/26/08

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

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Commissioner Jack Yelnick

\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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TELEPHONE (708) 246-3137  
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Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

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**Planning and Zoning Commission**

8/26/08

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INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

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Commissioner Noreen Costelloe

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8/26/08

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

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8/26/08

## **INTRODUCTION AND MEETING NOTICES**

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

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\* \* \* \* \*

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8/26/08

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

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***VILLAGE OF INDIAN HEAD PARK  
PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

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\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

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8/26/08

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Name: \_\_\_\_\_ Address: \_\_\_\_\_

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8/26/08

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8/26/08

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- A list of all adjacent property owners including addresses within two hundred feet (200') of the subject property.

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**VILLAGE OF INDIAN HEAD PARK  
201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

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Commissioner Jack Yelnick

\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

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Kathy Leach, Recording Secretary  
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8/26/08

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201 ACACIA DRIVE  
INDIAN HEAD PARK, IL 60525  
TELEPHONE (708) 246-3137  
FACSIMILE (708) 246-7094  
ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

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\* \* \* \* \*

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Kathy Leach, Recording Secretary  
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8/26/08

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Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

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8/26/08

## **INTRODUCTION AND MEETING NOTICES**

The Village of Indian Head Park Planning and Zoning Commission conducts their regular scheduled meetings on the first Tuesday of each month at 7:30 p.m. at the Municipal Facility. If it is determined that a public hearing is required to consider a petition for a variation, plans must first be submitted to the Building Department for review at least 20 days prior to a public hearing date being scheduled before the Commission. This period of time is necessary to complete an initial plan review report to determine the zoning relief that is being requested by the petitioner as well as to comply with all applicable posting and publication deadlines that are required by Village ordinances.

Planning and Zoning Commission meeting notices for upcoming hearings and agendas for regular scheduled meetings before the Commission are posted on the Village's Website at: [www.indianheadpark-il.gov](http://www.indianheadpark-il.gov) on the Friday before the regular scheduled meeting dates. All interested parties are welcome to attend the open public meetings which are held on the first Tuesday of each month at 7:30 p.m. at the Municipal Facility, at 201 Acacia Drive.

## **PARTICIPATION IN THE PUBLIC HEARING PROCESS**

An opportunity to provide input from the audience is allowed after the Planning and Zoning Commission discusses the petition before the Commission, reviews the findings of fact and prior to a vote (s). During the public hearing process, interested parties may participate by providing public input and comments either by mail to the attention of the Planning and Zoning Commission Chairman or in person at the public hearing. If you wish for your comments to be entered into the record, please state your name and address. Once the public hearing process before the Commission is concluded, the opportunity for public comments is closed.

## **DOCUMENTS NECESSARY TO SUBMIT FOR A PUBLIC HEARING PROCESS**

- ❑ A "Zoning Petition for Variation" form signed by the property owner or their designated agent as well a check payable to the Village of Indian Head Park for the zoning fee determined by the Village is required prior to scheduling a public hearing before the Planning and Zoning Commission.
  
- ❑ 10 sets of preliminary architectural drawings and site plans in a reduced readable format – 11 x 17 showing existing and proposed buildings with setbacks denoted on the plans. These plans will be submitted to the Planning and Zoning Commission after an initial building plan review and prior to the public hearing.

- Please provide a cover letter with the plans detailing the purpose of your zoning request.
- 10 copies of a legal Certified Plat of Survey, to scale for the subject property showing all structures and distances from all lot lines, including the address and a legal description of the property.
- 10 copies of a preliminary topographical site plan or grading plan (if applicable).
- If the property is located within a townhome development area; Association approval must first be obtained by the property owner; with the Association approval letter to be provided to the Village with the above referenced materials.
- A list of all adjacent property owners including addresses within two hundred feet (200') of the subject property.

## **ZONING FEES**

The fees for all zoning matters are set forth on the separate application entitled “**Zoning Petition for Variation**”; which is due at the time of application to schedule a public hearing before the Planning and Zoning Commission. Any administrative fees incurred by the Village of Indian Head Park that exceed the initial amount collected will be invoiced.

## **RECOMMENDATIONS FROM THE PLANNING AND ZONING COMMISSION TO THE VILLAGE BOARD.**

The Planning and Zoning Commission in their advisory capacity will review all the facts of the zoning matter before the Commission and will present a recommendation to the Village Board of Trustees for a formal vote on the matter after the public hearing process is concluded.

Please be informed that should you decide to seek any variances through a zoning public hearing process, such request(s) for consideration and/or action of your zoning matter is not a guarantee of outcome that any zoning relief will be granted relative to your request.

**VILLAGE OF INDIAN HEAD PARK**  
**201 ACACIA DRIVE**  
**INDIAN HEAD PARK, IL 60525**  
**TELEPHONE (708) 246-3137**  
**FACSIMILE (708) 246-7094**  
**ZONING PETITION FOR VARIATION**

Petition# \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_ Fee\$ \_\_\_\_\_ Received By: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home Telephone# \_\_\_\_\_ Business # (\_\_\_\_) \_\_\_\_\_ Fax# (\_\_\_\_) \_\_\_\_\_

Permanent Parcel# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Legal Description: (Please attach a legal Plat of Survey of the subject property)

Proprietary Interest in the Property: Owner: \_\_\_\_\_ Contract Purchaser: \_\_\_\_\_ Other: \_\_\_\_\_

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Before a public hearing date may be scheduled, the following information is needed from the applicant: A list of all adjacent property owners within two hundred feet (200') of the subject property including names and addresses, ten (10) sets of architectural drawings of proposed plans to be submitted to the Commission, ten (10) copies of a plat of survey of the subject parcel, ten (10) topography or grading plans (if applicable) and a cover letter along with the above documents stating the purpose of your request. The Planning and Zoning Commission meets the first Tuesday of each month and hearing dates are set based on schedule availability and the receipt of the above documentation.

**Petitioner's Certification:**

I hereby certify that all documents and information provided to the Village are accurate and complete. I understand and agree that if the Village incurs legal, engineering, consultant or public hearing costs exceeding the application fee, such additional costs will be paid by the petitioner.

Petitioner or Agent Signature: \_\_\_\_\_ Date of Petition: \_\_\_\_\_

Minimum Fees Established for Zoning Matters as Amended by Ord.#08-4 4/10/08

Variation (Residential) \$500.00 Special Use P.U.D. (Decks) \$500.00

Variation (Commercial) \$1,000 Special Use P.U.D. (All other changes) \$1,500

Amendment (Change in zoning – less than 1 acre) \$600.00

Amendment (Change in zoning - 1 to 5 acres) \$1,500.00 Amendment (five plus acres) \$3,000

Special Use Permit (Residential) \$500.00 Special Use Permit (Commercial) \$1,000

Special Use Detached Structures \$1,500 Special Use Amend P.U.D. (Commercial) \$2,000

Special Use Create New P.U.D. \$1,500

***VILLAGE OF INDIAN HEAD PARK  
PLANNING AND ZONING COMMISSION  
MEETING PROCEDURE GUIDELINES***

Commission Members:

Dennis Schermerhorn, Chairman

\* \* \* \* \*

Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Denise Ingram

Commissioner Earl O'Malley

Commissioner Mike Lopez

Commissioner Jack Yelnick

\* \* \* \* \*

Kathy Leach, Recording Secretary  
**Planning and Zoning Commission**

8/26/08

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