



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

Commission Members:

Dennis Schermerhorn, Chairman

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Commissioner Diane Andrews

Commissioner Noreen Costelloe

Commissioner Timothy Kyzivat

Commissioner Earl O'Malley

Commissioner Robert Tantillo

Commissioner Jack Yelnick

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Mary Crowley, Recording Secretary  
Planning and Zoning Commission

## **INTRODUCTION AND MEETING NOTICES**

The Village of Indian Head Park Planning and Zoning Commission generally conducts their regular scheduled meetings on the first Tuesday of each month at 7:30 p.m. at the Municipal Facility, 201 Acacia Drive. If it is determined that a public hearing is required to consider a petition for a variation or other zoning matter, 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. 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 to schedule a public hearing before the Planning and Zoning Commission.
  
- 10 sets of preliminary architectural drawings and site plan in a reduced 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 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 Certified Plat of Survey, to scale for the subject property showing all structures and distances from all lot lines, including the address and legal description of the property.
- 10 copies of a topographical site plan or grading plan (if applicable). A change in grade, alteration of the terrain of the property or drainage improvements will require a topographical plan to be submitted.
- If the property is located within a townhome development area or Planned Unit Development area; Association approval must first be obtained by the property owner; with the 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 (250') of the subject property must be provided with the zoning petition form.

#### **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 above 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 at the conclusion of the zoning process.

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.