

VILLAGE OF BOURBONNAIS  
700 Main Street, NW  
Bourbonnais, Illinois 60914  
Phone: 815.937.3570 Fax: 815.937.3467

**APPLICATION FOR HEARING  
BOURBONNAIS PLANNING COMMISSION**

Date Filed: _____	Case No: _____	Fee Paid: _____
Publish Date: _____	Hearing Date: _____	
By: _____	Fiscal Year: _____	Month: _____ Day: _____

Applicant: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Common Address of Property in Bourbonnais: \_\_\_\_\_

Relationship of Applicant to Subject Property: \_\_\_\_\_

_____ Owner	_____ Realtor/Agent
_____ Individual	_____ Investor/Owner
_____ Lessee	_____ Attorney
_____ Corporation	_____ Partnership
_____ Other: _____	

Name and Address of President and Secretary of Corporation or Partners of Partnership:

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

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

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

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

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

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

Petitioner's Attorney: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Action Requested: \_\_\_\_\_ Change of Zoning \_\_\_\_\_ Special Use Permit  
\_\_\_\_\_ Planned Unit Development  
\_\_\_\_\_ Building Relocation: \_\_\_\_\_ Residence \_\_\_\_\_ Commercial \_\_\_\_\_ Other  
From: \_\_\_\_\_ To: \_\_\_\_\_

Is Annexation required at this time? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the above described property within the corporate limits of any municipality? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the above described property contiguous to the Village of Bourbonnais? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the above described property within one and one-half miles of the Village of Bourbonnais? \_\_\_\_\_ Yes \_\_\_\_\_ No

Common Address: \_\_\_\_\_  
\_\_\_\_\_

And/or Common Location: \_\_\_\_\_  
\_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the present use of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the reason for the requested action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the name and addresses of all adjoining property owners, and current use or zoning of each property:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Use/Zoning: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Use/Zoning: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Use/Zoning: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Use/Zoning: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Current Use/Zoning: \_\_\_\_\_

The undersigned Petitioner(s) having been duly sworn under oath, hereby affirm that the forgoing information is true and correct to the best of his/her knowledge

The undersigned further acknowledge that that shall be financially responsible for any review costs as may be incurred by the Village in consideration of the application.

Petitioner's Signature: \_\_\_\_\_  
Petitioner's Signature: \_\_\_\_\_  
Petitioner's Signature: \_\_\_\_\_

Subscribed and sworn to  
before me this \_\_\_ day of  
\_\_\_\_\_

Notary Public

## PLANNING COMMISSION/ZONING BOARD OF APPEALS

### RULES OF PROCEDURE

1. All applicants for public hearings shall complete an application form in such detail as specified by the Village of Bourbonnais
2. Upon receipt of an application form and the required filing fee, the village shall cause a hearing notice to be published in a newspaper of general circulation
3. Such notice shall provide a legal description of the subject property, the common address, a description of the action requested, a notice of the time and place of the hearing, and a statement certifying that the residents have the opportunity to appear and testify at the hearing.
4. Said notice shall appear at least fifteen (15) days but not more than thirty (30) days prior to the date of the hearing.
5. The applicant shall complete a payment acknowledgement form agreeing to pay for any and all professional fees incurred by the Village in the process of reviewing the applicant's petition.
6. At least fifteen (15) days prior to the hearing, the applicant shall file with the Village Clerk such evidence in support of the application as may be required.
7. Submission requirements shall be determined by the Village of Bourbonnais dependent upon the nature of the action requested. However, as a minimum, the following items must be submitted:
  - e. One (1) copy of a petition citing reasons in support of the requested application
  - f. One (1) copy of all necessary affidavits of ownership
  - g. One (1) copy of a site plan and/or land survey by a registered land surveyor in the State of Illinois and/or engineering data
  - h. Payment acknowledgement or certified receipt issued by the Village for payment received for professional services rendered.
8. Applicant shall assume the total cost for the initial hearing and such other hearings as may be warranted ~~and necessary in review of the applicant's petition~~
9. If an applicant requests a special meeting of the planning Commission/Zoning Board of Appeals, or Village Board, applicant shall be responsible for all costs as may be incurred by the Village in the scheduling of said special meeting.
10. Applicant shall be entitled to request a pre-application conference in a specific application. Such conference shall not relieve applicant of any of the rules herein set forth. Such request shall be made in writing to the Zoning Administrator of the Village.
11. All decisions of the Planning Commission/Zoning Board of Appeals shall be reduced to writing and forwarded to the Village Clerk of the Village of Bourbonnais, who shall forward certified copies of same to the applicant and make copies available for public inspection.

VILLAGE OF BOURBONNAIS  
PLANNING COMMISSION/ZONING BOARD OF APPEALS

RULES OF PROCEDURE

1. All applicants for public hearings shall complete an application form in such detail as specified by the Village of Bourbonnais.
2. The applicant shall complete a payment acknowledgement form agreeing to pay for any and all professional fees incurred by the Village in the process of reviewing the applicant's petition.
3. All petitioners who are not the legal owners of record of the real estate that is the subject of annexation shall attached and submit written proof of authority to request annexation from the Owner(s) of record as required by the application/petition. Failure to attach such written authority at the time of filing shall be cause to delay and/or deny said application.
4. Upon receipt of an application form, written proof of authority (if needed) and the required filing fee, if any, the Village shall cause the requisite hearing notice to be published, not less than fifteen (15) days nor more than thirty (30) days prior to the date of the hearing. One public hearing shall be held by the Planning Commission. This notice shall contain the particular location for which the annexation is requested as well as a statement as to the action being requested. Notice shall contain a legal description and street address, or if none, such other information so as to reasonably locate the property.
5. Concurrently, the applicant shall cause to be notified not less than fifteen (15) days prior to the date of the public hearing all property owners of record located within one hundred and fifty feet (150) of the subject property, exclusive of any public right of way. Said notification, which shall be sent certified mail, return receipt requested, shall include the legal description of said property, common address and/or location of said property, names of petitioners, a brief statement describing the proposed development (if any), a statement as to the action being requested, and the time, date and location of the public hearing to be held by the plan commission. Additionally, petitioner shall provide to the Village, not less than seven (7) days prior to the scheduled hearing, a typed and notarized affidavit listing the names and addresses of all such owners of record, along with said return receipts from said mailing. If any of the foregoing requirements providing for mailed notice and publication are not complied within the time frames set forth, the public hearing shall be cancelled and the applicant shall be required to pay an additional filing fee if the hearing is to be rescheduled.
6. At least fifteen (15) days prior to the requisite public hearing, the applicant shall file with the village clerk such evidence in support of the application as may be required.
7. Submission requirements shall be determined by the Village of Bourbonnais dependent upon the nature of the action requested. However, at a minimum, the following items must be submitted:
  - a. ~~12~~ <sup>15</sup> copies of the application and affidavits of ownership
  - b. ~~12~~ <sup>16</sup> copies of a site plan and/or land survey by a registered land surveyor in the State of Illinois, and/or engineering data.
8. Applicant shall assume the total cost for the initial hearing and such other hearings as may be warranted and necessary in review of the applicant's petition
9. If an applicant requests a special meeting of the planning Commission/Zoning Board of Appeals, or Village Board, applicant shall be responsible for all costs as may be incurred by the Village in the scheduling of said special meeting.
10. Applicant shall be entitled to request a pre-application conference in a specific application. Such conference shall not relieve applicant of any of the rules herein set forth. Such request shall be made in writing to the Zoning Administrator of the Village.
11. All decisions of the Planning Commission/Zoning Board of Appeals shall be reduced to writing and forwarded to the Village Clerk of the Village of Bourbonnais, who shall forward certified copies of same to the applicant and make copies available for public inspection.

## FEES

Petition for Variance (single family)	\$50.00
Petition for Variance (all others)	\$250.00
Petition for Special Use	\$250.00
Petition for Planned Unit Development	\$500.00 plus \$25.00 per acre or fraction thereof
Petition for Change of Zoning	\$250.00
Petition for Annexation:	\$500.00 plus \$25.00 per acre or fraction thereof

### Subdivisions

1. Preliminary Plat. (\$1,000.00) plus twenty-five (\$25.00) dollars for each lot in the proposed subdivision
2. Final Plat: two hundred and fifty dollars (\$250.00)
3. Minor Subdivision/Lot Consolidation: (\$250.00) for minor subdivision or lot consolidations

Cash Escrow: Prior to commencement of public improvements, the developer shall provide to the Village a cash escrow, to be held in a non-interest bearing account by the Village and shall be returned to the applicant upon acceptance by the Village of the public improvements as required herein, and submittal of as-built plans, as further required herein. The amount of the cash escrow shall be the lesser of one-percent of the estimated cost of improvements as verified by the Village's Engineer, or \$200.00 per lot created, but in no case shall the amount of the escrow be less than five thousand (\$5,000.00) dollars."

Note: in the event of a concurrent application for annexation and/or special use permit or planned unit development, the higher fee shall prevail."