



SUBDIVISION

APPLICATION

Please return completed application to:

Department of Building, Zoning and Planning
Village of Beach Park
11270 West Wadsworth Road
Beach Park, IL 60099
(847) 746-1770



VILLAGE OF BEACH PARK

*Building, Planning and Zoning
11270 W. Wadsworth Road
Beach Park, IL 60099
(847) 746-1770*

PROCEDURES FOR SUBDIVISION APPLICATIONS

The regular meetings of the Plan Commission and Zoning Board of Appeals are held on the first Thursday of the month. Public hearings are scheduled for the same date or as needed.

Applicant will meet with the Zoning Administrator (and/or Village Planner) to discuss zoning changes, variations, conditional uses, etc.

Completed application to be submitted a minimum of 30 calendar days prior to public hearing.

Notice of public hearing will be processed by the Village Clerk or the designee (15-30 calendar days required before hearing date).

Applicant is required to:

- 1. Complete the appropriate application and provide the Village Clerk or their designee with one (1) original Subdivision Application and one (1) copies of the Preliminary Plat of Subdivision (minimum scale of 1" = 20'), size 24"x36" and one (1) copy, size 11"x17". The same number of copies and sizes will also be needed for the Final Plat of Subdivision.*
- 2. Pay appropriate application fees as outlined in the Zoning Fee Schedule upon submittal of the completed application. Applications will not be processed until fees have been received.*
- 3. Provide legal description for public notice to the Zoning Administrator, to be published in the newspaper. Notice will be submitted to the newspaper for publishing by Village staff. Notice must appear in newspaper a minimum of 15 days prior to the public hearing but no more than 30 days prior to the public hearing.*
- 4. Village staff will post information signs on the subject property and photograph posting a minimum of 15 days prior to the public hearing.*
- 5. Applicants are required to appear before the Plan Commission to present their application or petition on the night of the public hearing.*



**PROCEDURES FOR
SUBDIVISION APPLICATIONS
CONTINUED**

After the public hearing, the Village will prepare a Findings of Fact and recommendation for the Village Board. The recommendation will be approved by the Plan Commission chair or Plan Commission as requested by the Plan Commission Members at the time of public hearing.

The Findings of Fact and recommendation will be submitted to the Village Board at their regularly scheduled bi-monthly meeting for consideration. Village Board meetings are held on the second and fourth Thursdays of each month.



Village of Beach Park

Subdivision Application

Submittal Date: _____

Proposed Subdivision Name: _____

Proposed Subdivision Details:

Zoning District _____ Minimum Lot Depth _____

Minimum Proposed Lot Area _____ Minimum Lot Width _____

Number of Lots _____ Average Lot Width _____

Property Description:

Lot _____ Block _____ Subdivision _____

P.I.N.(s) _____ Lake County Map Dept. Book(s) _____ Page(s) _____

Other Legal Description as Indicated on Deed(s):

Property Owner Name(s): _____



Property Owner Address(es): _____

I (We), _____ being the undersigned beneficial owner(s) of the above described property consent to this application for subdivision.

Applicant Name(s): _____

Applicant Address(es): _____

_____ Phone: _____

Applicant's Attorney or Representative (If Any): _____

Attorney's or Representative's Address: _____

_____ Phone: _____

Applicant's Engineer: _____

Engineer's Address: _____

_____ Phone: _____

Public and Municipal Improvements now available to Proposed Lots:

Pavement Surface:

Other Improvements

- _____ concrete
- _____ asphalt
- _____ gravel
- _____ earth
- _____ none

- _____ curb and gutter
- _____ sidewalk
- _____ sanitary sewer
- _____ water main
- _____ storm sewer

- _____ electric
- _____ telephone
- _____ gas
- _____ cable TV
- _____ street lights



It is understood that I (We) am (are) responsible for the Installation of any public or municipal improvements required because of this subdivision now to be considered. Such installations must be in conformity with all requirements of the Village of Beach Park, Illinois, and all plans, specifications, cost estimates or other required documents, shall be submitted and approved by said Village prior to the Village's approval of the Final Plat of Subdivision.

Signature of Application(s):



Village of Beach Park

Preliminary Plat of Subdivision

NOTICE: Please submit this completed form together with twenty-five (25) prints of the Preliminary Plat prepared in accordance with the Village of Beach Park Subdivision Ordinance. Any omission will delay the possible approval of this proposed subdivision.

Preliminary Plat Checklist

Date: _____

Applicant: _____

YES	NO	N/A	
			1. General Plat Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All continuous holdings of owner shown on plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat conforms to size requirement (24"x36" min. and 42"x50" max.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plat conforms to scale requirement (1" = 100' max)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name of proposed subdivision shown on plat
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Legal Description appropriately shown on plat
			2. Legal Ownership Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) name, address, telephone number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) citation of existing legal rights-of-way or easements affecting proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) existing covenants on proposed subdivision
			3. Design Professional Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) Planner's name, address, telephone number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) Surveyor's name, address, telephone number
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) Engineer's name, address, telephone number
			4. Property Location Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(a) located by Government Lot, Sec., Twp., Rng.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) boundary line of proposed subdivision
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(c) nearby corporate limits (Beach Park or others)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(d) adjacent and interior property lines, lot lines, unsubdivided and subdivided lands within 100 feet shown on plat



5. Street and Parks Information

- Location and names and widths of all existing or previously platted streets or Public ways
- Status of streets show
- Railroads
- Public utility lands or rights-of-ways
- Public and private parks and open space

6. Existing Site Improvement Information

- existing buildings or structures shown on plat
- existing channels or drainage ways
- existing natural and man-made water retention and detention ponds
- floodplains and wetlands
- existing adjacent buildings and structures
- existing sanitary sewers with size and elevations
- existing storm sewers with size and elevations
- existing storm drainage structures with elevations
- existing water mains with size
- existing fire hydrant locations
- existing culverts with size and elevations
- existing wells
- existing septic systems including absorption field
- existing underground and overhead public, municipal, and private utilities
- existing trees
- existing scenic views, beaches, historic areas or other cultural features

7. Proposed Site Improvement Information

- proposed use of property and existing zoning of proposed subdivision and adjacent property
- widths or proposed streets and approximate location
- approximate location, dimensions, and area in square feet given for each existing or proposed lot



8. Preliminary proposals for connecting to the following:

- (a) water supply system
- (b) sanitary sewerage system
- (c) storm sewerage system including detention and retention of surface water drainage
- proposed public, municipal and private easements
- proposed lot numbers
- building setback lines
- proposed areas to be dedicated to others with stated purpose
- description of protective covenants or deed restrictions to be placed on property
- bench marks shown on plat
- graphic scale, north arrow, and date
- Plan Commission approval certificate

COMMENTS:



FINAL SUBDIVISION PLAT

Signing and Recording

- A. Whenever public improvements are required to be constructed, the Village of Beach Park shall not endorse the final plat until after the subdivider's agreement wherein the cost of the improvements are guaranteed has been approved by the Mayor and Village Board of Trustees, all conditions pertaining to the execution of the plat have been satisfied and all required certificates have been signed.

- B. Certificates from the following officials and persons shall be required:
 - 1. A registered Illinois Land Surveyor;
 - 2. The owner, or owners of the property;
 - 3. A notary public;
 - 4. The County Clerk;
 - 5. The Village Mayor;
 - 6. The Village Clerk;
 - 7. The Chairman of the Plan Commission;
 - 8. The Secretary of the Plan Commission;
 - 9. The Village Engineer;
 - 10. A school certificate for elementary and high school;
 - 11. The Illinois Department of Transportation, in the event the subject property lies adjacent to a highway controlled and maintained by the I.D.O.T; and
 - 12. Lake County Division of Transportation, when an access permit is required.

PROFESSIONAL FEE AGREEMENT

The undersigned, in making an application or request of the Village of Beach Park, hereby agrees that:

1. In processing an application or request, or in considering any matter, should the Village of Beach Park incur any professional fees or other costs, including but not limited to engineering fees, planning fees, attorney's fees, and other fees, the applicant in any matter shall be responsible for said fees.
 - a) Any person or other legal entity seeking Village's approval or consideration of any matter shall be responsible for any professional fees or other costs incurred by the Village in reviewing the requested action or matter and in acting upon the requested approval or consideration, including, but not limited to, engineering fees, planning fees, attorney's fees and other fees incurred by the Village.
 - b) Whenever any person or other entity is required by Village ordinance or rule, state or federal law, to submit plans, specifications or other documents to the Village Engineer, Attorney, consultant or other employee of the Village, for his review, comments and approval or disapproval, such person or entity shall be responsible for the fees charged to the Village in connection therewith.
 - c) Whenever any person or other entity shall, of his or its own volition, submit plans, specifications or other documents to the Village Engineer, Attorney, consultant or other employee of the Village for his review, approval, disapproval or comments upon said plans, specifications or other documents, the person or entity submitting the same shall be responsible for the fees charged by such employee in connection therewith.
 - d) The term "review" shall include, but not be limited to: conducting hearings and meetings; processing, review, and preparation of documents; evaluation of drawings for code compliance; legal, technical and professional review and consultation; field inspections and preparations; and similar consideration and review of proposed actions which involve the earthmoving of land, construction or alteration of buildings, provision of utilities or other public services, and uses and appearances of property. Said fees do not include building permits fees, which are governed by Chapter 15.08 of the Beach Park Municipal Code.
 - e) Any and all professional fees or other costs incurred are non-refundable once the review process has been started or completed.
 - f) In the even the professional fees or other costs are paid by check, and the check is returned to the Village by the financial institution due to insufficient funds, the Village shall suspend the review process. A cashier's check that includes the required fees, a \$30.00 return check service charge, and any other costs that the Village may incur thereby, shall be deposited with the Village before the Village resumes the review process.
 - g) Development proceedings initiated by the Village (i.e., text amendments to the Zoning Ordinance) are exempt from such fees.

- h) In the event the Village Board denies approval of any and all portions of the petition, a petitioner shall remain liable for all fees and costs which the Village has incurred relative to the petition.
- i) Any professional fees incurred as a direct or indirect result of the petitioner, owner, or their agent, requesting a professional opinion or otherwise requesting relief or assistance from the Village, whether or not related to real property, shall be reimbursed in accordance with this Chapter. The Village, in its sole discretion, may determine whether a professional opinion is necessary.
- j) Upon the failure of the owner or petitioner to reimburse the Village in accordance with this Section, the Village shall send notice to the owner or petitioner, by certified mail, return receipt requested, that the professional fees are in arrears. No action on any request made by the owner or petitioner will be acted upon by the Village Board or any other official, or deliberative individual or body thereunder; and such request shall remain in abeyance until all outstanding fees are paid in full. Furthermore, if all outstanding fees are not paid in full pursuant to this Chapter, within seven business days after the notice was mailed, the application shall be considered withdrawn by the owner or petitioner. Upon failure to reimburse the Village in accordance with this Section, the Village may, in its discretions, elect to place a lien on any real property associated with petitioner's request. Interest in the amount of 1 ½ percent per month shall accrue on all sums outstanding for 30 days or more. Such lien shall be in an amount equal to the outstanding amount owed to the Village.
- k) Should the Village Board, Village staff, or the owner or petitioner desire professional services, the Village Board and the designated Village staff members are authorized to assign requests for professional services to the Village staff or to consultants as the Village Board deems appropriate.
- l) When any professional services contemplated by this Ordinance are rendered by the Village staff, then in such case the party making the request shall reimburse the Village for its costs incurred in providing said professional services. Said reimbursement shall be at the rate of \$30.00 per hour.
- m) The remedies available to the Village as set forth in this Chapter are non-exclusive and nothing herein shall be construed to limit or waive the Village's right to proceed against any or all parties in a court of law competent jurisdiction.
- n) At the time the petitioner requests action from the Village he will be required to enter into an agreement with the Village that contains the parameters of this Section.
- o) If it is determined that there are outstanding professional fees or costs not paid at the time an occupancy permit is granted, the Village may apply the funds deposited for a construction bond to any outstanding fees.

2. The applicant shall pay said fee to the Village promptly after request. The Village Treasurer shall be responsible for collecting said fee and disbursing same, on the approval of and at the direction of the Village Board, on account of the fees and costs.
3. This agreement is made pursuant to Beach Park Ordinance 2005-O-42, adopted by the Village Board of Beach Park on October 12, 2007.

Applicant (Please print)

Date

Address

Phone

City & State

Applicant Signature

Received and Accepted by
The Village of Beach Park by:

Village Official

Date

Adopted by the Village Board
Of Trustees 0 June 11, 2002



VILLAGE OF BEACH PARK

*Building, Planning and Zoning
11270 W. Wadsworth Road
Beach Park, IL 60099
(847) 746-1770*

Zoning Fee Schedule

TEXT AMENDMENT		650.00
VARIATION		
	First variation on lot or parcel	650.00
	Each additional variation on lot or parcel	300.00
MAP AMENDMENT TO ANY RESIDENTIAL DISTRICT		
	Less than 2 acres	1,000.00
	2 acres but less than 5 acres	1,600.00
	5 acres but less than 10 acres	1,750.00
	10 acres to 20 acres	2,000.00
	Each additional full acre over 20 acres	15.00
MAP AMENDMENT TO ANY COMMERCIAL AND INDUSTRIAL DISTRICT		
	Less than 2 acres	2,100.00
	2 acres but less than 5 acres	2,700.00
	5 acres but less than 10 acres	3,800.00
	10 acres to 100 acres	5,000.00
	Each additional full acre over 100 acres	100.00
CONDITIONAL USE		
All conditional uses except as listed below		
	20 acres or less	1,900.00
	Each additional full acre over 20 acres	30.00
Cemetery Addition		2,000.00
Recreational Uses	20 acres or less	1,800.00
	Each additional full acre	30.00
Recreational Accessory Uses		1,600.00
Shopping Centers	20 acres or less	3,500.00

	Each additional acre	35.00
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Page 1 of 3 (Zoning Fee Schedule)

Mobile Home Parks	10 acres or less	3,000.00
	Each additional full acre	35.00
Travel Trailer Parks		
	20 acres or less	3,000.00
	Each additional full acre	30.00
Replacement of floodplain nonconforming structures		625.00
SUBDIVISION APPLICATION		1,500.00
PLANNED UNIT DEVELOPMENT		
Application Fee		3,000.00
Preliminary Development Plan fee per dwelling unit		350.00
Final Development Plan fee per dwelling unit		350.00
ADMINISTRATIVE APPEAL		450.00
TEMPORARY USE PERMITS		
Home and Garage Sales	Not more than four (4) days and not more than two (2) permits in one calendar year for any one zoning lot.	No Fee
Other Temporary Use Permits		450.00
REINSPECTION FEE		
First Inspection		Part of original application fee
First Reinspection		Fifty percent (50%) of original fee or \$25 whichever is greater
Second Reinspection		Seventy-five percent (75%) of original fee or \$50 whichever is greater
Third and Each Subsequent Reinspection		One hundred percent (100%) of the original fee

		or \$100 whichever is greater
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NOTES TO FEE SCHEDULE:

1. The filing fee for Planned Unit Development Preliminary and Final Development fees shall have a \$500.00 minimum charge and \$5,000.00 maximum charge.
2. Upon return of the Application to the Village of Beach Park, the Applicant will be responsible for submitting all Application fees.

MAP FEES:	Zoning Map		Actual Cost
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