



**PETITION FOR  
TEXT AMENDMENT**

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 TEXT AMENDMENT

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 Text Amendment Application and twenty-five (25) copies of the Plat of Survey (minimum scale of 1" =20'), minimum size of copy 11" x 17".*
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 the name, address and P.I.N. number of all property owners within 250 feet or at the discretion of the Zoning Administrator for purposes of distribution of notification of public hearing by certified mail. Village staff will prepare and distribute certified notices a minimum of 15 days prior to the public hearing. (Note: the postage for up to 30 certified notices is included in the application fee.)*
4. *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.*
5. *Village staff will post information signs on the subject property and photograph posting a minimum of 15 days prior to the public hearing.*
6. *Applicants are required to appear before the Plan Commission to present their application or petition on the night of the public hearing.*



**PROCEDURES FOR  
TEXT AMENDMENT  
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.



Petition for Text Amendment

Date: \_\_\_\_\_

To be completed by the applicant.

**I. GENERAL INFORMATION**

A. NAME \_\_\_\_\_

B. ADDRESS \_\_\_\_\_

C. TELEPHONE \_\_\_\_\_

**II. STATUS OF APPLICANT**

A. OWNER \_\_\_\_\_

B. CONTRACT PURCHASER \_\_\_\_\_

C. OPTION \_\_\_\_\_

D. LESSEE \_\_\_\_\_

E. OTHER (SPECIFY) \_\_\_\_\_

**III. PAYMENT OF FEES** \_\_\_\_\_

**IV. LOCATION OF SUBJECT PROPERTY**

A. COMMON DESCRIPTION (Please attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. LEGAL DESCRIPTION (Please attach additional sheets if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**V. PROPOSED TEXT AMENDMENT**

- A. DESCRIPTION OF PROPOSED OR REQUESTED ACTION (Please attach additional sheets if necessary.)

---

---

---

---

---

- B. JUSTIFICATION OF PROPOSED OR REQUESTED ACTION

Please include responses to the following items, where applicable. Detailed answers will prove helpful as they are considered by the Plan Commission and Zoning Board of Appeals in its Findings of Facts and recommendation to the Village of Beach Park concerning the proposed Text Amendment.

To be considered by the Plan Commission:

- 1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Beach Park’s planning objectives.

Application Justification (Please attach additional sheets if necessary.)

---

---

---

- 2. The extent to which the text amendment will ameliorate a condition in the Zoning Ordinance which is not conducive to proper community planning.

Application Justification (Please attach additional sheets if necessary.)

---

---

---

---



3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected small group of property owners o only.

Application Justification (Please attach additional sheets if necessary.)

---

---

---

To be considered by the Zoning Board of Appeals:

1. The consistency of the proposed text amendment with other provisions in this Ordinance.

Application Justification (Please attach additional sheets if necessary.)

---

---

---

2. The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.

---

---

---

3. The need for the zoning text amendment.

Application Justification (Please attach additional sheets if necessary.)

---

---

---

4. Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.

Application Justification (Please attach additional sheets if necessary.)

---

---

---



**TEXT AMENDMENT PROCEDURE**

When a text amendment is proposed, the Plan Commission shall conduct a public hearing on said proposed text amendment. Notice of the time and place of a public hearing shall be published at least once, not more than thirty (30) and not less than fifteen (15) days before the hearing, in a newspaper of general circulation in Beach Park.

For each application for a text amendment, the Plan Commission shall report to the Village Board in its findings and recommendations, including the stipulations of additional conditions, and guarantees that such conditions will be complied with when they are necessary for the protection of the public interest within sixty (60) days of the public hearing. Upon receipt of the findings of fact and recommendations of the Plan Commission, the Village Board shall act upon the proposed application for the text amendment within sixty (60) days. The decision reached by the Village Board shall take into account the submitted findings of fact and recommendations. If a text amendment is granted by the Village, said text amendment shall be included in an ordinance passed by said Village Board.

\_\_\_\_\_  
Applicant (Please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

**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

<b>TEXT AMENDMENT</b>		650.00
<b>VARIATION</b>		
	First variation on lot or parcel	650.00
	Each additional variation on lot or parcel	300.00
<b>MAP AMENDMENT TO ANY RESIDENTIAL DISTRICT</b>		
	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
<b>MAP AMENDMENT TO ANY COMMERCIAL AND INDUSTRIAL DISTRICT</b>		
	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
<b>CONDITIONAL USE</b>		
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

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
<b>SUBDIVISION APPLICATION</b>		1,500.00
<b>PLANNED UNIT DEVELOPMENT</b>		
Application Fee		3,000.00
Preliminary Development Plan fee per dwelling unit		350.00
Final Development Plan fee per dwelling unit		350.00
<b>ADMINISTRATIVE APPEAL</b>		450.00
<b>TEMPORARY USE PERMITS</b>		
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
<b>REINSPECTION FEE</b>		
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

**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.

<b>MAP FEES:</b>	Zoning Map		Actual Cost

#### 12.10.2 INITIATION OF AMENDMENT

Amendments may be proposed by the Village Board of Trustees, the Plan Commission, Zoning Board of Appeals, and other governmental bodies and any person owning or having an interest in specific properties within the Village of Beach Park. Two types of amendments are possible:

1. Text Amendments to this Ordinance; and,
2. Amendments affecting specific properties which generally, do not affect other property's zoning (map amendments).

#### 12.10.3 APPLICATION FOR AMENDMENT

An application for an amendment shall be filed with the Zoning Administrator in such form and accompanied by such information as this Ordinance and the Zoning Administrator specify. Any petition for an amendment by a private party shall be accompanied by a filing fee as established by the Village Board of Trustees, which fee shall be deposited with the Village and no part shall be returnable to the petitioner. With the exception of the fee required herein, petitions for annexation are hereby exempt from the terms and provisions as set forth herein and below.

#### 12.10.4 TEXT AMENDMENTS

Amendments to the text of the Village of Beach Park Zoning Ordinance may be initiated by any party with such authority, as specified in Section 12.10.2. When a text amendment is proposed, both the Plan Commission and the Zoning Board shall conduct a public hearing. These hearings may be held simultaneously. Both the Plan Commission and the Zoning Board of Appeals shall give notice of the time and place of such hearing not more than thirty (30) nor less than fifteen (15) days before the public hearing by publishing a notice thereof at least once in a newspaper of general circulation within the Village of Beach Park. Said notice shall include a summary of what text changes are proposed.

Both the Planning Commission and the Zoning Board of Appeals, within sixty (60) days after the close of the hearing on the proposed text amendment, shall make written findings of fact, and submit same together with a recommendation, to the Village Board.

In its findings of fact, the Plan Commission shall consider the following:

1. The effect the text amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Beach Park's planning objectives.
2. The extent to which the text amendment will ameliorate a condition in the Zoning Ordinance which is not conducive to proper community planning.

3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the zoning text amendment; and the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.
4. The extent to which any formal, written protest pertaining to the proposed amendment, in accordance with Section 12.11 herein, can be substantiated on a factual basis.

In its finding of fact, the Zoning Board of Appeals shall consider:

1. The consistency of the proposed text amendment with other provisions in this Ordinance.
2. The extent to which the text amendment will ameliorate a condition in this Ordinance which is, from a legal or administrative standpoint, deficient.
3. The need for the zoning text amendment.
4. Whether or not the proposed text amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.
5. The extent to which any formal, written protest pertaining to the proposed amendment, in accordance with Section 12.11 herein, can be substantiated on a factual basis.

Upon receipt of findings of fact and recommendations from the Plan Commission and Zoning Board of Appeals, the Village Board of Trustees shall act upon the propose text amendment within sixty (60) days. The decision reached by the Village Board of Trustees shall take into account the submitted findings of fact and recommendations. If a text amendment is adopted by the Village Board of Trustees, said amendment shall be included in an ordinance passed by said Village Board of Trustees.

#### 12.10.5 MAP AMENDMENTS

Amendments affecting specific properties which, generally, do not affect other property's zoning (map amendment) may be initiated by any party with such authority, as specified in Section 12.10.2. When a map amendment is proposed, the Plan Commission shall conduct a public hearing. Notice of the time and place of said hearing shall be given not more than thirty (30) nor less than fifteen (15) days before the hearing by publishing a notice thereof at least once in a newspaper of general circulation within the Village of Beach Park. Said notice shall include such description of the property affected by the proposed amendment as the Zoning Administrator may deem appropriate.

The Plan Commission, within sixty (60) days after the close of the hearing on the proposed text amendment, shall make written findings of fact, and shall submit these findings together with a recommended course of action to the Village Board of Trustees.



In its findings of fact, the Plan Commission shall consider the following:

1. Whether the use permitted by the proposed amendment would be appropriate in the area concerned.
2. Whether adequate public school facilities and other public services exist or can be created to serve the needs of any additional dwelling units likely to be constructed as a result of such change.
3. Whether the proposed change is in accord with any existing or proposed plans for providing public water supply and sanitary sewers in the vicinity.
4. Whether the proposed amendment is likely to result in an increase or decrease in total zoned residential capacity of the Village and the probable effect of such change on the cost of providing public service.
5. The amount of vacant land which is currently zoned for similar development in the Village or in contiguous areas, and particularly in the vicinity of the area included in the proposed amendment, and any special circumstances which may make part of such vacant land unavailable for development.
6. The recent rate at which land is being developed in the proposed district of the Village and particularly in the vicinity of the area included in the proposed amendment.
7. The effect of the proposed amendment upon the growth of existing neighborhoods as envisioned by the Beach Park Comprehensive Plan.