

# VILLAGE OF HUNTLEY



## DEVELOPMENT GUIDE

AN OVERVIEW OF THE DEVELOPMENT REVIEW PROCESS

VILLAGE OF HUNTLEY  
DEVELOPMENT SERVICES DEPARTMENT  
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## **INTRODUCTION**

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The primary purpose of this guide is to provide an overview of the development review process of the Village of Huntley. This guide is intended to help individuals gain a better understanding of the process and to help reduce any confusion individuals may have when filing a development application with the Village. A clear understanding of this process will help with the timely processing of development applications by the Village.

This packet is intended to provide prospective developers with a general summary of the development review procedures for the Village of Huntley. It does not supersede, or in any way modify, the Huntley Subdivision or Zoning Ordinances or any other Local, County, State, or Federal agency requirements. Copies of the Zoning Ordinance and Subdivision Ordinance may be purchased at Village Hall or viewed on the Village's website at [www.huntley.il.us](http://www.huntley.il.us).

## **WHAT TYPES OF DEVELOPMENT PROPOSALS REQUIRE VILLAGE REVIEW?**

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Development proposals are reviewed by the Village to ensure compliance with adopted codes and ordinances, which are in place to protect the public health, safety and welfare. The degree of review by the Village will vary depending on how the proposal meets requirements of Huntley's codes and ordinances.

Since there can be a wide range of development proposals that require varying degrees of review by the Village, it is extremely important to contact the Development Services Department before starting any development activity in the Village. A short discussion with a representative of the Development Services Department can help to determine what actions and reviews are necessary. This may assist in the prevention of unnecessary delays and expense.

## **HOW LONG DOES IT TAKE FOR VILLAGE REVIEW OF A DEVELOPMENT PROPOSAL?**

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All petitioners should expect the process to take **AT LEAST** two (2) months prior to an appearance before the Plan Commission and/or Zoning Board of Appeals from the time a development application is submitted to Development Services Department Staff. Applications are taken on a first come first serve basis. **AT LEAST** three months may pass before any action is taken by the Village Board of Trustees.

## **GENERAL REVIEW OF THE DEVELOPMENT REVIEW AND APPROVAL PROCESS**

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The following procedures shall be followed before any application is reviewed. Failure to comply with any of the following procedures may cause delays in appearing before the Plan Commission, Zoning Board of Appeals, and the Village Board of Trustees. A general overview of the Development Review Process is shown in Figure 1 (page 5).

### ***Pre-Application Conference with the Development Services Department***

The first step in the development review and approval process is to schedule the Pre-Application Conference with the Development Services Department. The purpose of the Pre-Application Conference is to help the applicant understand Village requirements that apply to the development proposal, learn what administrative actions, if any, are necessary for approval, and outline the procedures and documentation required for filing an application with the Village. This conference also allows the Department Staff an opportunity to gain a better understanding of the proposal and make a determination about the likelihood of approval of the development proposal.

### ***Initial Submittal***

Petitioners are expected to plan ahead and provide Village Staff with adequate time to review applications. All petitioners should expect the process to take ***AT LEAST*** two (2) months prior to an appearance before the Plan Commission and/or Zoning Board of Appeals from the time a development application is submitted to Development Services Department Staff. Applications are taken on a first come first serve basis. ***AT LEAST*** three months may pass before any action is taken by the Village Board of Trustees.

- Petitioners are expected to complete and submit a development application (*attached*) as part of the initial submittal with nine (9) copies of any site plans, plats, landscape plans, etc. that are required for the requested development action. All plans submitted that cannot fit on an 8 ½” x 11” paper shall be folded. Full size plans should be no larger than 24 inches by 36 inches. Plans submitted that are larger than 24” x 36” and/or not folded, will not be accepted. ***The petitioner is responsible for folding all plans.*** All applicable application fees must also be submitted with the application and plans.
- Review of plans by Village Staff will not commence until a completed development application, all required plans, and application fees have been submitted and accepted by Development Services Department Staff.

### ***Plans Reviewed by Development Review Team***

The Development Review Team consists of representatives of all Village Departments. The Team approves all projects to be placed on meeting agendas.

- Once the initial submittal has been received by Development Services Department Staff, the application will be distributed to the various Village departments for review at the next available Development Review Team meeting.
- When the application has been reviewed by Village Staff, the petitioner will receive correspondence in the form of a letter itemizing any issues that were found as part of the review process. Once the petitioner receives this correspondence, they will be expected to make any necessary revisions to the plans and resubmit nine (9) copies of the revised plans.
- Substantial compliance with all Village Staff recommendations, Subdivision and/or Zoning Ordinance requirements, and all Village policies and procedures shall occur before a petitioner is scheduled to appear before the Plan Commission and/or Zoning Board of Appeals.

### ***Plan Commission and Zoning Board of Appeals***

The Plan Commission and Zoning Board of Appeals are advisory bodies that make recommendations to the Village Board of Trustees.

- Once it is determined by the Development Review Team that an application is ready to proceed, the application will be placed on a Plan Commission and/or Zoning Board of Appeals meeting schedule. Each meeting agenda is limited to four (4) applications. Once four (4) petitions have been scheduled, the next meeting agenda will then be scheduled.
- All plans, plats, etc. required for the Plan Commission and/or Zoning Board of Appeals shall be submitted to Village Staff no later than 5:00 p.m. on the Monday one week prior to appearances before the Plan Commission and/or Zoning Board of Appeals.
- All petitioners are required to submit twenty-five (25) sets of any required site plans, landscape plans, plats, etc. as part of their Plan Commission and/or Zoning Board of Appeals submittal.

- All plans submitted that cannot fit on an 8 ½” x 11” paper must be folded. Full size plans shall be no larger than 24 inches by 36 inches. ***The petitioner is responsible for folding all plans.***
- The petitioner shall have all appropriate Local, County, State, and Federal approvals and permits prior to final submittal. The petitioner is responsible for submitting proof of approvals and permits to Development Services Department Staff. Applications submitted without proof of appropriate approvals and permits will not be placed on a meeting agenda until proof is submitted to Development Services Department Staff.
- Plan Commission meetings take place on the second and fourth Mondays of every month at 6:30 p.m. at the Huntley Municipal Complex Board Room, 10987 Main Street, Huntley, Illinois. Most Development Services Department applications require an appearance before the Plan Commission.
- Zoning Board of Appeals meetings take place as needed on Wednesday, following the second and fourth Monday of the month, at 6:30 p.m. at the Huntley Municipal Complex Board Room, 10987 Main Street, Huntley, Illinois. This is a public hearing and public notice must be given as detailed below. All petitioners requesting a variation from the Zoning Ordinance must appear before the Zoning Board of Appeals. Development Services Department Staff will inform each petitioner with regard to meeting attendance and scheduling.

### ***Legal Notice for Public Hearing***

In order to inform adjacent property owners and the general public of development proposals in the Village, certain notification requirements are mandated by State Statute and Village Ordinance. Notification is required by three (3) separate means: publication in a newspaper, written notice to all property owners within 250 feet of the proposed development, and the posting of a sign.

1. **Publication in a Newspaper** is required not less than fifteen (15) days and not more than thirty (30) days before the public hearing date. Public Notices are published in the *Northwest Herald*. Publication in the newspaper is handled by the Development Services Department; however, the petitioner is required to submit a draft public notice to Development Services Department Staff for review purposes prior to the *Northwest Herald's* publication deadline. Please contact Village Staff for publication deadlines. If a petitioner fails to provide a draft legal notice prior to the publication deadline, the application will not be scheduled until proper public notice is given.
2. **Serve Written Notice**, by Registered or Certified Mail, Return Receipt Requested, to the owners as they appear on the last available tax records of the County of McHenry/Kane of all property within 250 feet of the parcel in question. It is the responsibility of the petitioner to complete the requirements for written notice. This notice shall be mailed to the property owners not less than fifteen (15) days and not more than thirty (30) days before the public hearing date. A draft notice must be provided to Village Staff for review prior to it being sent to surrounding property owners.

The petitioner shall submit, to Development Services Staff, the return receipts from the post office with a list of the property owners within 250 feet. These items must be submitted prior to the Zoning Board of Appeals meeting.

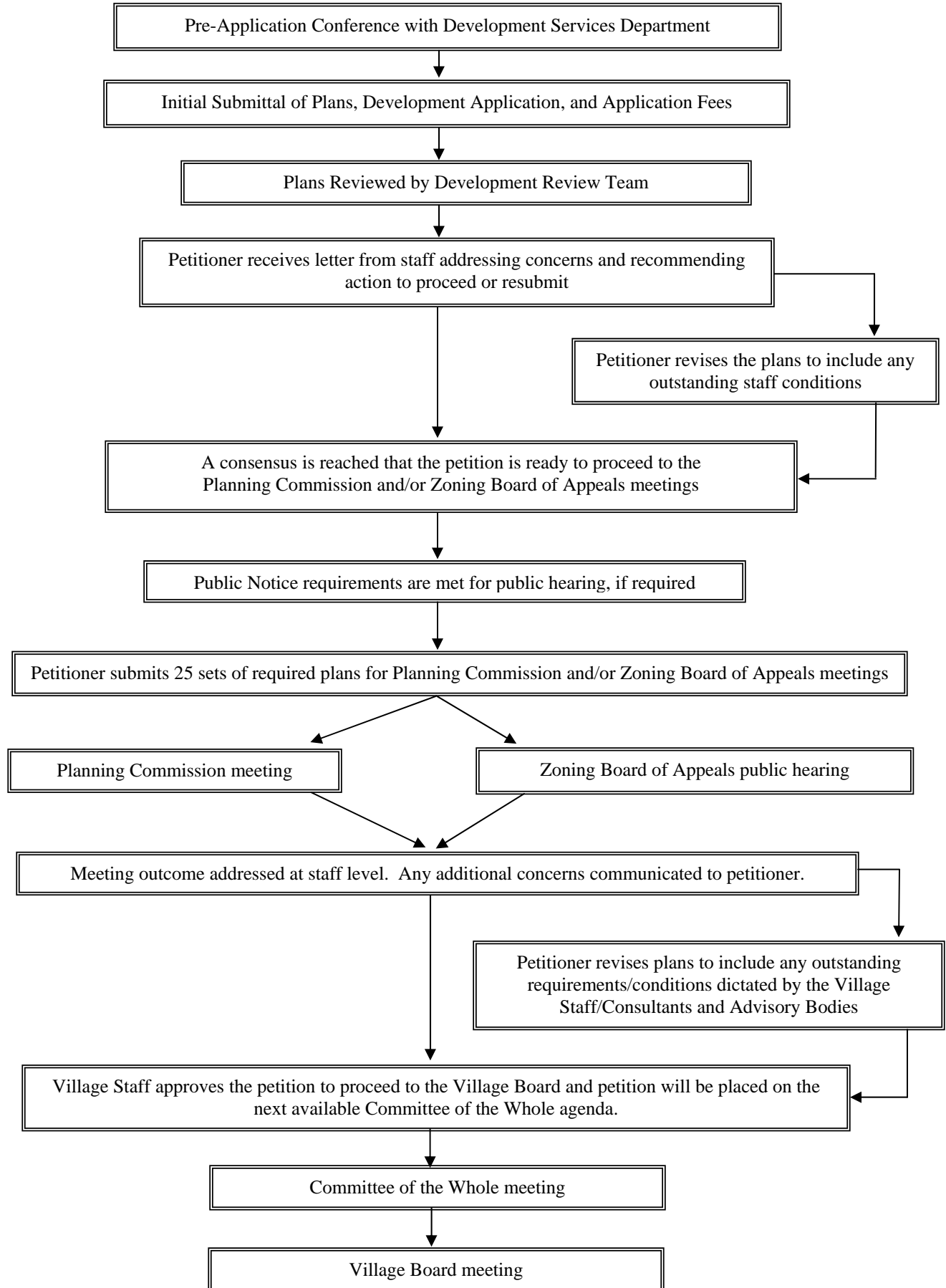
3. **Post a Sign on the Parcel**, not less than fifteen (15) days and not more than thirty (30) days before the public hearing date, indicating that the parcel is subject to a public hearing. Such sign shall remain posted on the parcel until the public hearing, and any continuances thereof, is concluded. The sign will be installed by Development Services Department Staff.

### ***Committee of the Whole / Village Board of Trustees***

After appearing before the Plan Commission and/or the Zoning Board of Appeals and when all outstanding issues have been addressed, and revised plans have been submitted by the petitioner, Village Staff will place the application on the next available Committee of the Whole agenda. Committee of the Whole meetings are held on the first and third Thursdays of each month. Following review at the Committee of the Whole, the petition will be scheduled on a subsequent Village Board meeting agenda for final action. Village Board meetings are held on the second and fourth Thursdays of each month. Committee of the Whole and Village Board meetings begin at 7:00 p.m. and are held at the Huntley Municipal Complex Board Room, 10987 Main Street, Huntley, Illinois. Development Services Department Staff will inform each petitioner with regards to meeting attendance and scheduling.

- All plans, plats, etc. required for the Committee of the Whole submittal shall be submitted to Development Services Department Staff no later than 5:00 p.m. on the Monday one week prior to appearances before the Village Board of Trustees. These plans shall include any conditions of approval from the staff report, and any additional conditions required by the Plan Commission and/or Zoning Board of Appeals.
- All plans must be prepared to fit into an 8 ½” x 11” 3-ring notebook. No plans shall be larger than 11” x 17” (z-folded). All plans shall be 3-hole punched on the left side. ***The petitioner is responsible for folding and hole-punching all plans.***
- Final action (approval, denial, etc.) takes place at the Village Board meeting. Contact Planning and Zoning Division Staff for your specific agenda schedule.
- All petitioners should be aware that scheduled appearances before the Plan Commission, Zoning Board of Appeals, Committee of the Whole and Village Board of Trustees meetings are considered tentative unless otherwise directed by Development Services Department Staff. The Village of Huntley retains sole discretion in setting meeting agendas.

**Figure 1: Flow Chart of Development Review Process**



## **VILLAGE OF HUNTLEY CONTACT INFORMATION**

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If you have additional questions, please do not hesitate to contact Development Services Department Staff.

Village of Huntley  
Development Services Department  
Planning and Zoning Division  
10987 Main Street  
Huntley, IL 60142

Phone: (847) 515-5252  
Fax: (847) 515-5206

Charles Nordman, Director of Development Services  
Email: cnordman@huntley.il.us

James Williams, Planner  
Email: jwilliams@huntley.il.us

## **TOWNSHIP OFFICIALS CONTACT INFORMATION**

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The Township Assessor can provide you with property owner contact information necessary for you to complete the certified mailings to surrounding property owners. Please do not hesitate to contact Village Staff to determine which township your property is located in.

### **Grafton Township Assessor**

Phone: (847) 669-3383  
Fax: (847) 669-8233  
Email: assessor@graftontownship.us

### **Rutland Township Assessor**

Phone: (847) 428-6560  
Fax: (847) 428-9895  
Email: info@rutlandtownship.com

### **Hampshire Township Assessor**

Phone: (847) 683-4480  
Fax: (847) 683-0828  
Email: assessor@hampshiretownship.com



# APPENDIX

## SUBMITTAL REQUIREMENTS

The following information is intended to provide a general summary of the development review submittal requirements of the Village of Huntley. This information does not supersede, or in any way modify, the Huntley Subdivision or Zoning Ordinances or any other Local, County, State, or Federal agency requirements.

**PRELIMINARY PLAT OF SUBDIVISION** (Section 155.220, Village of Huntley Subdivision Regulations), at a minimum, shall include the following information:

- A. Completed Development Application and required fees.
- B. Preliminary Plat of Subdivision, including:
  - 1. Proposed name of the subdivision.
  - 2. Location by township, section, town and range, or by other legal description.
  - 3. A location map showing subdivision, impacted schools, existing or adjacent park areas.
  - 4. Names and addresses of developer and surveyor and design professional that created the plat.
  - 5. Scale of plat, 1 inch to 100 feet or larger. Tracts of 200 acres or more may be drawn at a scale of 1 inch to 200 feet.
  - 6. Date.
  - 7. North point.
  - 8. Elevations. USGS datum shall be used.
  - 9. Floodplain designation.
  - 10. Boundary line by bearing and length of proposed subdivision shall be clearly indicated and the total approximate acreage encompassed thereby.
  - 11. Location, widths, and names of all existing or prior platted streets or other public ways, railroad and utility rights-of-way, parks and other public open spaces, permanent buildings and structures, houses or permanent easements, and section and corporation lines, within or adjacent to the tract.
  - 12. Existing and proposed off-site improvements appurtenant to the developer including but not limited to sewers, water mains, culverts or other underground facilities within the tract indicating pipe sizes, manholes and location.
  - 13. Boundary lines of adjacent tracts of unsubdivided and subdivided lands.
  - 14. Existing zoning of proposed subdivision and adjacent tracts in zoned areas.
  - 15. Contours at two-foot intervals except where the average slope is less than 5%, one foot contour intervals.
  - 16. Layout of streets, widths of right-of-way and pavement, and also the widths of crosswalk-ways and easements.
  - 17. Layout, numbers, areas and dimensions of lots.
  - 18. Parcels of land intended to be dedicated or temporarily reserved for public use or set aside for use of property owners in the subdivision.
  - 19. Building setback lines, showing dimensions.
  - 20. Easements shall be provided for any and all public utilities where alleys are not provided. Proper continuity for the utilities from block to block shall be maintained. Drainage easements shall be indicated and declared on the preliminary plat.
- C. A preliminary storm water management plan should be presented indicating an emergency overflow routing, detention areas showing preliminary size and depth and ownership and maintenance responsibilities for the detention areas. Soil borings may be required when it is determined by the Village Engineer that questionable soils or groundwater levels exist. Designation of any wetland as defined by the U.S. Army Corps of Engineers shall also be verified and addressed.
- D. The assessed value of the property.
- E. A list of all endangered flora and fauna found on. The proposed site as identified by the Illinois Department

of Conservation pursuant to the "Endangered Species Protection Act."

F. A natural resource inventory.

***FINAL PLAT OF SUBDIVISION (Section 155.221, Village of Huntley Subdivision Regulations), at a minimum, shall include the following information:***

A. Completed Development Application and required fees.

B. Final Plat of Subdivision, including:

1. Name of subdivision.
2. Location by township, section, town and range, or by other legal description.
3. *Names of owners.* If an owner of all or any portion of the land is a corporation the developer shall provide the names of all corporate officers. If the owner of all or any portion of the land is a trust the names of all beneficiaries must be provided and certification by a licensed surveyor.
4. Scale: 1 inch to 100 feet unless a smaller scale is approved by the Village Engineer.
5. Date.
6. North point.
7. Boundary of plat, based on an accurate traverse, with angular and lineal dimensions.
8. Exact location, width and name of all streets within and adjoining the plat, notation as to whether streets were previously dedicated, or dedicated in this plat, or private, and the exact location and widths of all crosswalk-ways. Proposed street names shall be checked with proper village officials. Where street direction changes of more than 90 degrees are provided, names of such streets shall change.
9. True angles and distances to the nearest established street lines or official monuments (not less than two) which shall be accurately described in the plat.
10. Municipal, township, county and section lines accurately tied to the lines of the subdivision by distances and angles.
11. Radii, internal angles, points and curvatures, tangent bearings of lengths of all arcs.
12. All easements for rights-of-way provided for public services and utilities, and a statement of purpose for each indicated thereon.
13. All lot numbers (numbered consecutively) and lines, with accurate dimensions in feet and hundredths, and area of each lot, if the area of each lot is substantially different than that indicated on the preliminary plat.
14. Accurate location of at least two monuments, which shall be concrete 6 inches by 6 inches by 30 inches with metal pipe or rod case in center. Permanent stone or concrete monuments shall be set at two corners or angles on the outside boundary. All U.S., state, county, or other official benchmarks, monuments or triangulation stations in or adjacent to the property shall be preserved in precise position.
15. Accurate outlines and legal descriptions of any areas to be dedicated or reserved for public use, with the purpose indicated thereon, and of any area to be reserved by deed covenant for common use of all property owners.
16. Building setback lines accurately shown by dimensions.

C. Protective covenants, which meet with the approval of the Plan Commission, shall be made a part of the final plat and filed on record with the County Recorder. Existence of other covenants or declarations pertaining to common responsibilities of individual owners shall be cited by reference on the plat.

D. An opinion of probable cost of all public improvements prepared by professional engineers licensed in the State of Illinois.

E. Certification by a registered surveyor stating the plat represents a survey made by him and that monuments and markers shown thereon exist as located and that all dimensional and geodetic details are correct.

- F. Notarized certification, by owner or owners, beneficial interest or by any mortgage holder of record, of the adoption of the plat and the dedication of streets and other public areas.
- G. All required plat certificates, including certification showing that all taxes and special assessments due on the property to be subdivided have been paid in full.
- H. Proper form for the approval of the Village Board with space for signature.
- I. Approval by signature of village, county, and state officials concerned with the specification of utility installation and road access pursuant to the State Plat Act.
- J. Approval by signature of the Plan Commission.

***PRELIMINARY PLANNED UNIT DEVELOPMENT (Section 156.070(E)(2)(d) of the Zoning Ordinance), at a minimum, shall include the following documents:***

- A. Completed Planned Unit Development Application and required fees.
- B. Site plan indicating:
  1. Project title.
  2. Notation the plan is a "Preliminary Planned Unit Development Site Plan".
  3. Name and address of developer and preparer of plans.
  4. Date.
  5. Scale (1 inch = 100 feet or larger).
  6. North point.
  7. Legal description and proposed zoning for each segment of the parcel.
  8. Area of entire parcel and approximate areas of the different land use parcels.
  9. Proposed number of units and density of the various residential land use parcels (based on area net of public right-of-ways).
  10. Floor area of non-residential structures in each separate section.
  11. Approximate location of buildings proposed.
  12. Zoning of all adjacent parcels.
  13. Character of immediately contiguous property within 100 feet showing location of streets, easements, utilities, property lines and principal structures.
  14. Location of proposed streets showing dimensions of rights-of-way and pavement.
  15. Location and approximate areas of parcels to be dedicated to public bodies and/or reserved for property owner associations.
  16. Flood plain limits as delineated on HUD Flood Hazard Maps (if available) or USGS Flood Quadrangle Maps.
- C. Landscape Plan showing schematic representation of existing and proposed landscaping.
- D. Topographic map showing one foot contour intervals.
- E. Correspondence from the park district and school districts indicating they have received the plans and are reviewing them at board level. A formal position statement from the respective boards regarding the proposal must be received by the Village before the Village Board will approve a preliminary planned unit development.
- F. Details of all variations requested in the PUD. If no variations are requested, so state none are being requested.

- G. Traffic analysis (may be waived by the Village Manager if the project size is not expected to have substantial impact upon the existing road system) indicating:
  - 1. Traffic generation of proposal.
  - 2. Impact on existing traffic.
  - 3. Improvements needed to minimize negative impact of site generated traffic on street network.
- H. Proof of ownership. If ownership is in a land trust, beneficial holders of trust shall be disclosed.
- I. Preliminary engineering plans.
- J. Plat of survey of parcel.
- K. One copy of a Natural Resources Inventory from the U.S. Soil Conservation Service.

***FINAL PLANNED UNIT DEVELOPMENT (Section 156.070(E)(3)(d) of the Zoning Ordinance), at a minimum, shall include the following documents:***

- A. Completed Development Application and required fees.
- B. Site plan indicating:
  - 1. Project title.
  - 2. Notation the plan is a Final Planned Unit Development Site Plan.
  - 3. Name and address of developer and preparer of plans.
  - 4. Date.
  - 5. Scale (1 inches = 100' or larger).
  - 6. North point.
  - 7. Zoning of all adjacent parcels.
  - 8. Character of immediately contiguous property within 100 feet showing location of streets, easements, utilities, property lines and principal structures.
  - 9. Location of proposed streets showing proposed dimensions of rights-of-way and pavement and whether intended to be private or public.
  - 10. Location and areas of parcels to be dedicated to public bodies and/or reserved for property owners associations.
  - 11. Floor plan limits as delineated on HUD Flood Hazard Maps (if available) or USGS Flood Quadrangle Maps.
  - 12. Sidewalks.
  - 13. Specific details by parcel for separate zoning districts or areas of differing use intensity to include:
    - a. Gross area.
    - b. Net area (gross area less public right-of-way area).
    - c. Building coverage, floor area, and height.
    - d. F.A.R.
    - e. Parking spaces.
    - f. Number of housing units by bedroom mix and net density.
    - g. Hard surface coverage (including buildings, excluding sidewalks and recreation facilities).
  - 14. Building locations.
  - 15. Floor plans (if not available, parking requirements will be based on the gross square footage).
- C. Landscape plan detailing:
  - 1. Proposed types (common names) of landscape material, including sizes, quantities and whether sodded or seeded.
  - 2. Existing trees with trunk diameters six (6") inches or greater and whether or not to be saved.
  - 3. Berming and/or fencing where proposed.

4. Notes on Plan indicating irrigation plans for plant material, maintenance of all plant material for a minimum of three (3) years and maintenance plan for all native plantings in detention areas for a minimum of five (5) years.

- D. Exterior Lighting Plan including:
  - 1. Fixture Specifications (cut-sheet).
  - 2. Photometric Plan (photometric plan must show light levels at all lot lines).
- E. Building elevations, indicating proposed materials and color (all sides).
- F. Signage, including elevations of wall and ground signs.
- G. Plans showing trash receptacle accommodation and screening material.
- H. Development schedule by phase, including projected start and completion dates, and proposed date of dedication of public areas.
- I. Covenants and restrictions for ownership, use and maintenance of common areas.
- J. Final engineering plans.
- K. Proof of ownership. If ownership is in a land trust, beneficial holders of trust shall be disclosed.
- L. Plat of survey.

**SPECIAL USE PERMIT** (Section 156.204(E) of the Zoning Ordinance), at a minimum, shall include the following documents:

- A. Completed Development Application and required fees.
- B. A survey of the property.
- C. A site plan, drawn to scale, showing the location of all proposed structures driveways, parking areas, and other development features of the proposed use.
- D. Additional information as required by Section 156.068.
- E. Additional information indicating compliance with Zoning Ordinance regulations and all other applicable Village ordinances. (Ord., passed 7-17-89)

**MAP AND TEXT AMENDMENTS** (Section 156.204(E)(6) and (7) of the Zoning Ordinance), at a minimum, shall include the following documents:

- A. Completed Development Application and required fees.
- B. An accurate description of the property.
- C. A statement of any proposed rezoning.
- D. A statement of any proposed amendment to the text, and the reasons for requesting such an amendment.

**SITE PLAN REVIEW (Section 156.072 of the Zoning Ordinance), at a minimum, shall include the following documents:**

- A. Completed Development Application and required fees.
- B. Site plan indicating:
  - 1. Project title.
  - 2. Notation the plan is a Final Planned Unit Development Site Plan.
  - 3. Name and address of developer and preparer of plans.
  - 4. Date.
  - 5. Scale (1 inches = 100' or larger).
  - 6. North point.
  - 7. Zoning of all adjacent parcels.
  - 8. Character of immediately contiguous property within 100 feet showing location of streets, easements, utilities, property lines and principal structures.
  - 9. Location of proposed streets showing proposed dimensions of right-of-ways and pavement and whether intended to be private or public.
  - 10. Location and areas of parcels to be dedicated to public bodies and/or reserved for property owners associations.
  - 11. Floor plan limits as delineated on HUD Flood Hazard Maps (if available) or USGS Flood Quadrangle Maps.
  - 12. Sidewalks.
  - 13. Specific details by parcel for separate zoning districts or areas of differing use intensity to include:
    - a. Gross area.
    - b. Net area (gross area less public right-of-way area).
    - c. Building coverage, floor area, and height.
    - d. F.A.R.
    - e. Parking spaces.
    - f. Number of housing units by bedroom mix and net density.
    - g. Hard surface coverage (including buildings, excluding sidewalks and recreation facilities).
  - 14. Building locations.
  - 15. Floor plans (if not available, parking requirements will be based on the total square footage of the building(s)).
- C. Landscaping plan detailing:
  - 1. Proposed types (common names) of landscape material, including sizes, quantities and whether sodded or seeded.
  - 2. Existing trees with trunk diameters six (6") inches or greater and whether or not to be saved.
  - 3. Berming and/or fencing where proposed.
  - 4. Notes on Plan indicating irrigation plans for plant material, maintenance of all plant material for a minimum of three (3) years and maintenance plan for all native plantings in detention areas for a minimum of five (5) years.
- D. Exterior Lighting Plan including:
  - 1. Fixture Specifications (cut-sheet).
  - 2. Photometric Plan (photometric plan must show light levels at all lot lines).
- E. Building elevations, indicating proposed materials and color (all sides).
- F. Signage, including elevations of wall and ground signs.
- G. Plans showing trash receptacle accommodation and screening material.
- H. Final engineering plans.
- I. Plat of survey.

**VILLAGE OF HUNTLEY  
PROPOSED MEETING DATES  
CALENDAR YEAR 2015**

Plan Commission	Zoning Board of Appeals	Village Board of Trustees Meeting Dates		Historic Preservation Commission	Village Offices - Closed
		Committee of the Whole	Village Board		
12 – Jan	<i>ZBA meetings are scheduled as needed on Wednesday, following the 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.</i>	--	8 – Jan		<i>1 - Jan</i>
26 – Jan		15 – Jan	22 – Jan	20 – Jan	<i>19 - Jan</i>
9 – Feb		5 – Feb	12 – Feb	17 – Feb	<i>16 – Feb</i>
23 – Feb		19 – Feb	26 – Feb		
9 - Mar		5 – Mar	12 – Mar	17 – Mar	
23 - Mar		19 – Mar	26 – Mar		
13 – Apr		2 – Apr	9 – Apr		<i>3 – Apr</i>
27 – Apr		16 – Apr	23 – Apr	21 – Apr	
11 - May		7 – May	14 – May		
--		21 - May	28 – May	19 – May	<i>25- May</i>
8 – June		4 – June	11 – Jun	16 – Jun	
22 – June		18 – June	25 – Jun		
13 – Jul		2 – Jul	9 – Jul		<i>3 – Jul</i>
27 – Jul		16 – Jul	23 – Jul	21 – Jul	
10 – Aug		6– Aug	13 – Aug	18- Aug	
24 – Aug		20 – Aug	27 – Aug		
14 – Sep		3 – Sep	10 – Sep	22 – Sep	<i>7 – Sep</i>
28 – Sep		17 – Sep	24 – Sep		
12 – Oct		1 - Oct	8- Oct		
26 – Oct		15 - Oct	22 – Oct	20 – Oct	
9 – Nov	--	5 – Nov		<i>11 – Nov</i>	
--	--	12 – Nov	17 – Nov		
23 – Nov	--	19 – Nov		<i>26 &amp; 27 – Nov</i>	
--	--	3 – Dec			
14 – Dec	--	10 - Dec	22 – Dec		
28 – Dec		18 – Dec		<i>24 &amp; 25- Dec</i>	

**PLAN COMMISSION** – 6:30p.m. - 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month

**ZONING BOARD OF APPEALS** – 6:30p.m. – As needed on Wednesday after 2<sup>nd</sup> & 4<sup>th</sup> Monday of each month

**COMMITTEE OF THE WHOLE** – 7:00p.m. – 1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month

**VILLAGE BOARD** – 7:00 P.M. – 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month

**HISTORIC PRESERVATION COMMISSION**- 6:00p.m. - Tuesday following 3<sup>rd</sup> Monday of each month



## VILLAGE OF HUNTLEY APPLICATION FEES

<i>Action Requested</i>	<i>Application Fee</i>	<i>Escrow Fee</i>
Final Plat of Subdivision – Residential up to 10 acres	\$1,000 + \$100 per lot	\$5,000
Final Plat of Subdivision – Residential more than 10 acres	\$2,000 + \$100 per acre additional + \$100 per lot	\$10,000
Final Plat of Subdivision –Non-Residential	\$1,000 + \$100 per lot	\$10,000
Preliminary Plat of Subdivision –up to 10 acres	\$1,000	\$5,000
Preliminary Plat of Subdivision – more than 10 acres	\$1,000 + \$100 per acre additional	\$5,000
Annexation	\$2,000 + \$100 per acre	\$10,000
Special Use Permit, Rezoning, Preliminary Planned Unit Development – up to 2 acres	\$500 per request	\$3,000
Special Use Permit, Rezoning, Preliminary Planned Unit Development - more than 2 acres	\$500 + \$50 per acre additional per request	\$5,000
Text Amendments	\$500	\$3,000
Final Planned Unit Development – less than 2 acres	\$1,000	\$3,000
Final Planned Unit Development – 2 acres or more	\$1,000 + \$50 per acre additional	\$5,000
Variation, Appeal –up to 2 acres	\$250 per request	\$3,000
Variation, Appeal – more than 2 acres	\$500 per request	\$5,000
Concept Plan – up to 2 acres	\$250	\$3,000
Concept Plan – more than 2 acres	\$250 + \$25 per acre additional	\$5,000
Site Plan –up to 2 acres	\$1,000	\$3,000
Site Plan – more than 2 acres	\$1,000 + \$100 per acre additional	\$5,000
Simplified Residential Zoning Variation, other private residential actions	\$200	none

*Approved on May 4, 2000 by the Village Board of Trustees Ordinance: #00-05-04-03*

Notes:

1. Please contact Development Services Department Staff to determine the specific application fee.
2. The escrow fee is kept by the Village for the purposes of retaining professional services from Village consultants such as the Village Engineer, Village Attorney, etc. Invoices received from consultants will be automatically withdrawn from the petitioner’s account. The Village requires that petitioners keep on deposit a minimum of 50 percent of the required escrow fee at all times. All unused escrow fees will be returned to the petitioner at the discretion of the Village.
3. The application fees are non-refundable. Payment of application fees does not guarantee Village Board action.
4. All fees shall be made payable to the Village of Huntley at the time the development application is submitted.
5. The Annexation fee includes all actions required as part of an Annexation.
6. ***Projects located in Kane County may also be subject to the Kane County Road Improvement Impact Fee. For any questions regarding the Impact Fee Program please contact Jerry Dickson, Kane County Road Impact Fee Program Coordinator, at (630) 584-1170.***

**SAMPLE LEGAL NOTICE**

***Notice: The completed legal notice must be reviewed by Staff before submitting it to the newspaper for publication.***

**PUBLIC HEARING  
BEFORE THE (PLAN COMMISSION,  
ZONING BOARD OF APPEALS  
OR VILLAGE BOARD OF TRUSTEES)  
OF THE VILLAGE OF HUNTLEY**

IN THE MATTER OF THE APPLICATION OF )  
Mr. and Mrs. (your name, trust, etc.) )  
(your address) )  
Huntley, IL 60142 )

**LEGAL NOTICE**

Notice is hereby given in compliance with the Zoning Ordinance of the Village of Huntley, Illinois, that a public hearing will be held before the (***Plan Commission, Zoning Board of Appeals or Village Board of Trustees***) of the Village of Huntley upon the application of (name of applicant, Trust, etc.) relating to the following described real estate:

(Legal description of property, or attach as Exhibit "A")

commonly known as (address of property).

This application is filed for the purpose of (action requested), pursuant to the requirements of Section (XXX) of the Huntley Zoning Ordinance.

A (***Plan Commission, Zoning Board of Appeals or Village Board of Trustees***) meeting on this request will be held at on (***date and time of meeting, as determined by staff***), at the Village Board Room, 10987 Main Street, Huntley, IL 60142, at which time and place any person determining to be heard may be present. The public hearing may be continued or adjourned to a new date, time, and place in accordance with the requirements of the Illinois Open Meetings Act.

/s/ Thomas Kibort  
Chairman  
Plan Commission

/s/ Jack Tures  
Chairman  
Zoning Board of Appeals

/s/ Charles Sass  
President  
Village of Huntley

TO BE PUBLISHED IN THE NORTHWEST HERALD (DATE OF PUBLICATION)



**VILLAGE OF HUNTLEY  
DEVELOPMENT APPLICATION**  
 Village of Huntley – Development Services Department  
 Planning and Zoning Division  
 10987 Main Street, Huntley, IL 60142  
 Phone: 847-515-5252 / Fax: 847-515-5241

**-Official Use Only-**

Date Received: \_\_\_\_\_  
 Petition #: \_\_\_\_\_  
 Application Fee: \_\_\_\_\_  
 Check # \_\_\_\_\_  
 Escrow Fee: \_\_\_\_\_  
 Check # \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Action Requested:**

- |  |   |
|--|---|
| <input type="checkbox"/> Annexation                                      | <input type="checkbox"/> Preliminary Plat of Subdivision            |
| <input type="checkbox"/> Annexation Agreement Amendment                  | <input type="checkbox"/> Final Plat of Subdivision                  |
| <input type="checkbox"/> Appeal  | <input type="checkbox"/> Preliminary Planned Unit Development (PUD) |
| <input type="checkbox"/> Rezoning  | <input type="checkbox"/> Final Planned Unit Development (PUD)       |
| <input type="checkbox"/> Special Use Permit                              | <input type="checkbox"/> Planned Unit Development Amendment         |
| <input type="checkbox"/> Variation(s) to Subdivision or Zoning Ordinance | <input type="checkbox"/> Other: _____                               |
| <input type="checkbox"/> Amendment to Subdivision or Zoning Ordinance    |   |
| <input type="checkbox"/> Site Plan Review                                |   |
| <input type="checkbox"/> Concept Plan Review                             |   |

*NOTE: Please attach additional pages wherever necessary*

**Petitioner:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Owner (if different):** \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 \_\_\_\_\_ 2<sup>nd</sup> Phone Number: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Attorney:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Architect:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Other:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Location (attach legal description):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Parcel Identification Number (PIN):** \_\_\_\_\_

**Address (if applicable):** \_\_\_\_\_

**Zoning:** Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Land Use:** Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Comprehensive Plan Designation:**  
 Current: \_\_\_\_\_ Proposed: \_\_\_\_\_

**Neighboring Properties:**

LOCATION	ZONING	LAND USE	COMPREHENSIVE PLAN
North			
South			
East			
West			

**Identify all abutting and/or adjoining Rights Of Way:**

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

**Describe the proposed project (*it is recommended that a separate page is attached to fully describe the project*):**

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

**Size of the property:** Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_

**Dimensions of the lot at the lot line (feet):**

North: \_\_\_\_\_ South: \_\_\_\_\_  
 East: \_\_\_\_\_ West: \_\_\_\_\_

**Please define which “yards” are being considered as Front, Side, Rear, Abutting Street, Abutting Landscape Area, Abutting Residential, ...etc.:**

North: \_\_\_\_\_ South: \_\_\_\_\_  
East: \_\_\_\_\_ West: \_\_\_\_\_

**Total Open Space Area on site:**

Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_ Percent: \_\_\_\_\_

**Total impervious area on site (pavement only):**

Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_ Percent: \_\_\_\_\_

**Total Building footprint on site:**

Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_ Percent: \_\_\_\_\_

**Total detention/retention/wetlands/etc. on site:**

Square Feet: \_\_\_\_\_ Acres: \_\_\_\_\_ Percent: \_\_\_\_\_

**Total Right-of-Way on site:**

Square Feet or Acreage: \_\_\_\_\_ Linear feet: \_\_\_\_\_

**Size of (Existing/Proposed) Structure:**

Square Feet: \_\_\_\_\_ Floor Area Ratio (FAR): \_\_\_\_\_ Lot Coverage: \_\_\_\_\_

**Required parking spaces:**

Regular: \_\_\_\_\_ Handicapped: \_\_\_\_\_ Motorcycle/Other: \_\_\_\_\_

**Proposed parking spaces:**

Regular: \_\_\_\_\_ Handicapped: \_\_\_\_\_ Motorcycle/Other: \_\_\_\_\_

**Is there a phasing schedule planned, or are there any planned future additions?**  Yes  No

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is the peak two hour parking period for this project:** \_\_\_\_\_

**Will this project share parking spaces with other businesses?**

Yes  No

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimate the number of motor vehicle trips this project will generate:**

**Weekday**

Peak day: \_\_\_\_\_ Peak A.M hour: \_\_\_\_\_ Peak P.M hour: \_\_\_\_\_

**Weekend day**

Peak day: \_\_\_\_\_ Peak A.M hour: \_\_\_\_\_ Peak P.M hour: \_\_\_\_\_

**Has a traffic impact analysis been conducted for this project?**

Yes  No

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will this project require any existing roadway improvements?**

Yes  No

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Will this project contain any publicly dedicated Rights Of Way?**

Yes  No

**If yes, how many linear feet/miles:** \_\_\_\_\_

**Does this project require any Illinois Department of Transportation approvals?**

Yes  No

**If yes, have they been obtained?**

Yes  No

**Please explain:** \_\_\_\_\_  
\_\_\_\_\_

**Are there Wetlands or Floodplains on the site?**

Yes  No

**If yes, has the required field delineation been performed; F.I.R.M. or L.O.M.R been obtained; A letter of Map Revision requested? Please explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Does this project require any County, State, Federal or other approvals or permit requirements per Army Corps of Engineers, Illinois Department of Natural Resources, Kane-DuPage Soil and Water Conservation District, etc.?**

Yes  No

**If yes, have they been obtained?**

Yes  No

**Please explain:** \_\_\_\_\_

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

**Please list examples of similar uses (including name, address and location) in the area that can be used for comparison by Village Staff:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
**Petitioner(s) (if different from owner)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name(s)**

*As owner of the property in question, I hereby authorize the seeking of the above requested action.*

\_\_\_\_\_  
**Owner(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name(s)**

**NOTE:** If the subject property is held in trust, the trust officer must sign this application as owner. In addition, the trust officer must provide a letter that names all beneficiaries of the trust.

**NOTE:** The petitioner is required to submit proof of ownership of the subject property. If the petitioner is not the owner, then a contract to purchase shall be submitted with this application.