

Certification

Surrounding Property Owners

I (we) certify that the names and addresses of all the surrounding property owners including mailing labels submitted with this application are located within a minimum distance of 250 feet in all directions from the perimeter of the subject property and that the number of feet occupied by all public roads, streets, alleys, and public ways has been excluded in computing the 250-foot requirement.

Said names and addresses are as recorded in the office of the County Recorder of Deeds (or the Registrar of Titles of the County) and as appear from the authentic tax records of this County. The property owners as listed have been obtained from the Township Assessors office within 30 days of the filing of this application.

The surrounding property owners list as submitted herewith and supporting attachments are true to the best of my (our) knowledge and belief.

I (we) give permission to the Village to install public hearing sign(s) on the lot frontages of the subject property as described in the Village Code. In addition to the required application fees, applicant/owner agrees to reimburse the Village for publication costs, recording fees, and any other associated costs or fees within 30 days of billing.

_____ Printed Name of Owner	_____ Printed Name of Applicant
_____ Signature of Owner	_____ Signature of Applicant
_____ Date	_____ Date

BILL TO INFORMATION:

_____ Print Name/Company	_____ Contact Person	_____ Contact Phone
_____ Address To be Billed	_____ Alternate Phone	

NOTE: If the applicant/owner has not complied with these requirements and notification has not been sent to a neighboring property owner within the 250-foot requirement less than 10 days prior to the scheduled hearing, the hearing on this matter will be postponed to the next regular meeting, or until such time as all neighbors within the 250-foot requirement have been sent proper notification.

Subject Property Verification

(Complete a separate form for each P.I.N.)

1. Permanent Index Number (P.I.N. from Real Estate Tax Bill): _____
2. Common Address: _____
3. Type the Complete Legal Description Below. (Attach a separate page if longer than the area provided)
4. Email the Legal Description to gpolanek@oak-brook.org

The Permanent Index Number, Common Address and Legal information provided has been verified as follows:

DuPage County Records/Research Room: (630-407-5401) Contact Person: Date called:

I verify that the information provided above is accurate. _____

Printed Name

Signature

Date: _____

Relationship to Applicant: _____

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Legal Description Review

Corrections Required

Yes _____

No _____

Approved By: _____

Date _____

**COMPLIANCE WITH
"AN ACT TO REQUIRE DISCLOSURE OF ALL BENEFICIAL INTERESTS"**

765 ILCS 405/1, ET AL (1993)

NAME OF TRUSTEE: _____

PPN #: _____

PROPERTY ADDRESS: _____

NAME & ADDRESS OF BENEFICIARIES:

1. _____

2. _____

3. _____

The above and foregoing is a complete disclosure of all beneficiaries and/or holders of any beneficial interest in the above named trust.

STATE OF ILLINOIS)

) SS

COUNTY OF DUPAGE)

)

_____ Being first sworn on oath deposes and states that he/she has read the above and foregoing disclosure of beneficiaries of a land trust by him/her subscribed, knows the contents thereof and that the same are true and correct.

Signature

Subscribed and sworn to before me this _____ day

of _____, 20____ .

(SEAL)

Notary Public

PUBLIC HEARING SUBMITTAL DOCUMENTS GUIDELINE

In general, the following documents are required for all requests. Please submit **14 copies** of all plats of survey, architectural plans, photographs, and any other document to be included in the petition file that **CANNOT** be copied on 8 ½ x 11 paper, exceptions are noted below (). **Do NOT submit any documents until they have been submitted by email and reviewed by staff first.** Email to: gpolanek@oak-brook.org. See last page for Additional information prior to completion of the application.

1. Completed **APPLICATION**. (Original and 2 copies)
2. **LEGAL DESCRIPTION** (Original and 2 copies) Provide the current typed Legal Description for the existing lot(s); include PIN Numbers. Email the typed legal description in a Word Document to gpolanek@oak-brook.org
3. **ONE COPY** of the most CURRENT **REAL ESTATE TAX BILL**. Provide one copy for each parcel.
4. **Proof of Ownership required**. Provide ONLY one copy; this is for office use only. If property is in Trust Complete Beneficial Interest Form. If not, submit form with 'not applicable' noted.
5. **STANDING** – If the applicant is NOT the property owner, obtain written authorization from the owner(s) to apply for the relief you are seeking. (Original and 2 copies)
6. **SUBJECT PROPERTY VERIFICATION** (Original and 2 copies) complete a form for each P.I.N. *Note: Permanent Index No. (P.I.N.- Tax Parcel Number on tax bill), Legal Description and Common Address MUST all coincide. See Property Verification Form in this packet. Contact DuPage County: 1) Records Room – 630-407-5401 and to cross-check and verify the accuracy of the PIN number, legal and common address.
7. List of **SURROUNDING PROPERTY OWNERS** and **CERTIFICATION** (Original and 2 copies) See the forms for requirements – If in doubt regarding whether or not to include a property on this list, it is advised that you include it. Please follow the requirements closely; it could impact the hearing date. You may note "see attached" on the form to include a typed document following the format provided. The information needed may be obtained from the applicable Assessor's Office below:

York Township Assessor's Office 1502 Meyers Road Lombard, IL 60148 630-627-3354	Downers Grove Township Assessor's Office 4340 Price Street Downers Grove, IL 60515 630-968-2100
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8. One (1) set of **Mailing ADDRESS LABELS** include each property owner listed on the SURROUNDING PROPERTY OWNERS form (item #7) above.
9. Payment of Required **FEES** plus **\$50** for **each Public Hearing Sign** – Determine how many street frontages and parcels are on the subject property. Include that number on the application form.
10. **LETTER OF EXPLANATION**. (Original and 2 copies) **This document should provide the background/ history of your request and why you need the relief being sought. Review the specific section of the ordinance that you are seeking relief.**
11. **STANDARDS or FACTORS** (Original and 2 copies). In a separate document, type out and respond to each standard. This is a requirement by Ordinance and must be addressed in writing (Standards or Factors to be addressed will be provided depending upon the relief requested - Variation-Amendment-Special Use, etc. may be attached)
12. Current **PLAT OF SURVEY** showing all improvements on the property. (4 copies folded)
13. Detailed and dimensioned **SITE PLAN** illustrating the proposed project. (14 copies folded and 1 copy reduced to 8 ½ x 11)

14. Provide a **PDF - Flash Drive** of the following (as applicable): Plat of Survey, Site Plan, Preliminary Plat, Final Plat, Concept Drawings, Elevation Plans, Landscape Plans, Pictures, PDF to be emailed to gpolanek@oak-brook.org
15. **Provide a Business card and/or a list of persons testifying at the hearing.** A tentative list is to be provided with the application and should include each name, relationship to the property, company, address, phone, and e-mail address. (one card per person or one list)

NOTE: The following documents may be required and/or helpful. If submitted **14 copies of each** are required unless otherwise noted:

1. Existing and proposed floor plan.
2. Topographical surveys.
3. Photographs illustrating the situation.
4. Letters of approval from neighboring property owners. (Original and 2 copies)
(While neighbor approval or disapproval is not legally relevant in most cases, it can be helpful in the overall evaluation of a petition. Keep in mind that the neighbors are NOTIFIED of the public hearing date and if there are questions or concerns it may help you to evaluate any issue or address concerns prior to the hearing)
5. Architectural Plans - including views and elevations of the proposed structure(s).

NOTE: **14 copies of All Color Renderings, pictures and any other submittal document that cannot be copied on 8 ½ x 11 paper are required. DO NOT SUBMIT ANY hard copies UNTIL** Staff has reviewed the documents by EMAIL. The signed original application and filing fee will be required by the submittal deadline date.

For assistance please feel free to contact: Gail Polanek (630-368-5106) – gpolanek@oak-brook.org

Note: The Zoning Ordinance can be accessed at the Village Website: www.oak-brook.org. Enter the site, Choose "Government" Scroll to "Village Code". After the Code is displayed, scroll down to the Zoning Regulations (Title 13). Confirm that you have obtained the most recent update.

IMPORTANT INFORMATION:

Prior to submittal of the application and documents it is advisable to meet with the Development Services staff, if you have not already done so. Call Gail to schedule a meeting at 630-368-5106. The meeting may include Tony Budzikowski, Rebecca Von Drasek and Gail Polanek and may include other staff if necessary.

1. Review the applicable **ORDINANCE TEXT** of the Zoning Regulations to which you are seeking relief.
 - a- A copy of the specific section of the Ordinance you are seeking relief may be provided at no charge.
 - b- The Zoning Ordinance can be accessed at the Village Website: www.oak-brook.org. Enter the website, Choose "Government" Scroll to "Village Code". After the Code is displayed, scroll down to the **Zoning Regulations (Title 13)**. Confirm with staff that you have obtained the most recent update.
2. Meet with Planning & Zoning staff . Before proceeding with the submittal of application documents, it is advisable, to meet with the Development Services staff if you have not already done so. **Call Gail** to schedule a meeting, which may include the Director, Tony Budzikowski, Rebecca Von Drasek and Gail Polanek - 630-368-5106)
3. **LETTER OF EXPLANATION.** Please pay special attention when preparing your letter of explanation. In order to justify the granting of the relief sought, it is necessary for the Zoning Board of Appeals and the Board of Trustees to find that you have met the specific criteria and circumstance which warrant(s) the requested zoning relief
4. **STANDARDS - FACTORS** Copy (type out) each standard and respond to each item in written/typed form.
5. FOLLOW the **PUBLIC HEARING SUBMITTAL DOCUMENTS GUIDELINES** in order to ensure all requirements have been met.