

Village of Homer Glen

Community Development Information Packet



*Community and Nature...
in Harmony*

Jim Daley, Mayor

Village of Homer Glen

Administration
14933 S. Founders Crossing
Homer Glen, IL 60491
(708) 301-0632

Building Department
14915 S. Founders Crossing
Homer Glen, IL 60491
(708) 301-1301

Office Hours:
8 a.m. to 4:30 p.m.
Monday thru Friday

Office Hours:
7:30 a.m. to 4 p.m.
Monday thru Friday

Village of Homer Glen Board of Trustees

Jim Daley

Mayor

Gale Skrobuton

Village Clerk

Paula Wallrich

Village Manager

Trustees

Michael Costa

Russell Knack

Mary Niemiec

Margaret Sabo

Laurel Ward

George Yukich

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A Message from the Mayor

Welcome! On behalf of the Village officials and staff, we're excited you are showing interest in Homer Glen! Although a relatively new community, (incorporated in 2001) we are committed to our goal of community and nature in harmony. We are proud of the work that we have done as a young community in preserving, protecting and planning for our future as one of the premiere communities in Will County.

Homer Glen is a vibrant Village! Our commercial development is continuing to prosper, bringing new opportunities for developers and residents at an incredible pace. Homer Glen commuters and developers are taking advantage of the recent proximity of I-355 interstate. The 159th St. Corridor improvements are making it a prime location for upcoming commercial development.

The Village of Homer Glen is located just 11 miles southwest of Chicago. At 22.4 square miles, Homer Glen is Will County's fourth largest municipality with a current population of 25,069 and 8,330 households as of a 2008 special census. The average family household income in Homer Glen is \$119,394 and the average age is just over 35 years old. All of this with an incredibly low sales tax rate of 8%. The combination of these factors produce an exciting opportunity to residents and developers alike.



This handbook has been compiled for your convenience, but please feel free to call the Community Development Staff to help you through the process!

Very truly yours,

James P. Daley
Village President

Mission Statement

The Village of Homer Glen is committed to preserving, protecting, and enhancing our community's quality of life through responsible residential and economic development while utilizing sound fiscal management. We will strive to maintain open space, preserve our unique rural character, and safeguard our natural resources. The Village encourages community involvement in order to maintain and cultivate a balance of family, agriculture, business, environment, and cultural diversity for present and future generations.

Community Development General Information

Meetings

Plan Commission meetings are on the first and third Monday of each month. The meetings may consist of workshop items, public hearings, or a vote may be taken on a particular project.

Plan Commission

The Plan Commission is a recommending body to the Village Board consisting of seven (7) members appointed by the Mayor with the consent of the Board of Trustees. The Commission reviews planning related issues such as rezoning, zoning amendments, special use, PUD and subdivision requests.

Application and Fees

Applications must be submitted and development review fees paid prior to starting the review process.

Project Schedule

A tentative project schedule will be outlined to establish target dates for submission of documents and public meeting dates. The schedule will be a cooperative effort of Village Staff and the applicant.

Establishment of Agenda

The Plan Commission agenda is established under the direction of Community Development Staff in collaboration with the Plan Commission Chairperson. Placement on the agenda is based on completion of submittals, payment of fees and adequate review by Village Staff.

Submissions

All submissions required by the Community Development Department must be received by the Community Development Department three (3) weeks prior to the scheduled Plan Commission meeting to ensure adequate staff review. All plans submitted to the Village of Homer Glen must be folded to a size no larger than 9 x 12 with the title block apparent on the top side.

Items for Purchase

The following items may be purchased from the Village to assist you in the development process.

| | |
|--------------------|---------|
| Comprehensive Plan | \$40.00 |
| Building Ordinance | \$40.00 |
| Zoning Ordinance | \$40.00 |
| Zoning Map | \$10.00 |

Copies of information needed from the various ordinances and regulations can be found on the Village website or obtained through a Freedom of Information Act request filed through the Village of Homer Glen. Fee for this service is 25 cents per copy made.

Community Development Flow Chart

I. Initial Project Contact

- A. In Person, Letter, E-mail, or Telephone
- B. Obtain Preliminary Information
(Description, Drawing, Sidwell)

II. Scheduling Meeting with Developer

- A. Arrange Meeting with Staff

III. Initial Meeting—Developer and Staff

- A. Application Submitted
- B. Village Review Process

IV. Developer Files Application and Pay Fees

- A. Application Submitted
- B. Developer Pays Fees

V. Project Schedule Established

- A. Document Submission (see pg. 10 for checklist)
- B. Staff Review
- C. Development Meetings with Staff as needed
- D. Identify Plan Commission Meeting Requirements

Flow Chart—Continued

VI. Plan Commission

- A. Staff Review
- B. Workshops
- C. Public Hearings
- D. Findings-of-Fact
- E. Recommendation

VII. Village Board

- A. Documentation
- B. Committee Review (if required)
- C. Public Hearing (if required)
- D. Approval or Disapproval

VIII. Project Review

- A. Record Plats and Agreements
- B. Obtain IEPA Permits
- C. Letter of Credit (LOC)
- D. Notice-to-Proceed
- E. Pre-Job Meeting

IX. Construction

- A. Inspections
- B. Letter of Credit Reductions
- C. Warranty
- D. List of required inspections

X. Dedication of Improvements to Village

- A. Final Letter of Credit Reduction
- B. Notice to Building Dept & Utility Depts.

Planning Review Checklist

The following is the procedural process and requirements for the Village's planning review for developments within the corporate limits of the Village of Homer Glen.

- A Plat of Survey of the property (to scale)
- Site plans shall be prepared to scale, not greater than 1"=100'
- The name and address of the owner and developer, the north point, date and scale of drawing, and number of sheets.

1. Lot size
2. Lot width
3. Lot depth
4. Multi-family total number of buildings
5. Lot frontage
6. Setbacks for each lot (front, rear, side)
7. Density
8. Lot Coverage
9. Easements (Detention, Drainage, Utility, Conservation)
10. Roadway
 - A. Width, and length (cul-de-sac)
 - B. Dedication on plans
 - C. Islands, Boulevards, Outlots
 - D. Sidewalks (one side or both)
11. Flood Plain
 - A. Show on Plans
 - B. Report
12. Wetlands
 - A. Show on Plans
 - B. ACOE
 - C. Buffer
13. Detention (Ownership and access)
14. Green space required
15. Transition yard noted on plan
16. Parking
 - A. Stall depth and width
 - B. Number required
 - C. Sidewalk encroachment

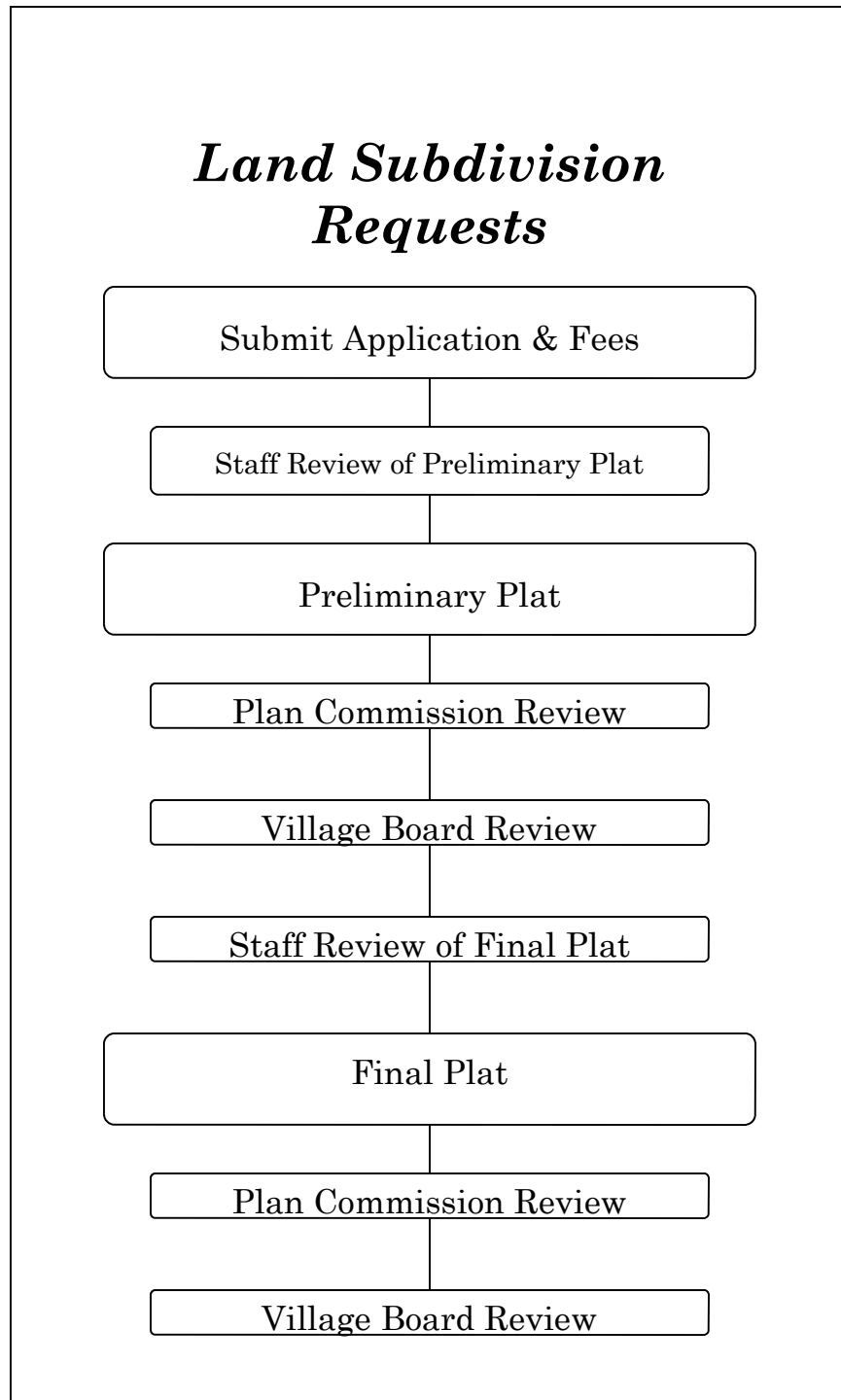
Checklist Continued

- D. Landscape Islands
- E. Circulation
- 17. Drive-thru
 - A. Stacking
 - B. Maneuverability
 - C. Drive-aisle
 - D. Barrier
- 18. Trash enclosure location
- 19. Loading
- 20. What is happening outside the development
 - A. Cross Access
 - B. Alight Drive Aisles
- 21. Building
 - A. Architecture
 - B. Building Height
 - C. Building Materials
 - D. Building Footprint
 - E. Use or Occupancy of Structure and its Type of Construction
- 22. Signage
 - A. Size, location, setback, and height of all signs
 - B. Materials which comprise the signage
- 23. Photometric Plan
 - A. Lighting levels per Ordinance
 - B. Fixtures to be reviewed and approved by Village
- 24. Landscape Plans & Tree Preservation
- 25. Covenants and Restrictions
- 26. Commissioning

Plat Requirements

- 1. For Preliminary Plat**
 - A. Notes as required by Ordinance
 - B. Variances
 - C. Dedication
 - D. Lot's size and setbacks labeled
 - E. Park donation
 - F. Refer to the Subdivision Ordinance for a comprehensive list of requirements
- 2. For Final Plat**
 - A. Same as preliminary with additional signatures
 - B. Refer to the Subdivision Ordinance for a comprehensive

Land Subdivision Requests



Land Subdivision Requests

The following is the procedural process for submitting a request for land subdivision approval for property within the corporate limits of the Village of Homer Glen. The subdivision of property is governed by the Will County Subdivision Ordinance (Amended 7/18/02) and the Water Resource Management Ordinance.

Application

1. ***Contact the Village's Community Development Department*** to arrange a meeting to discuss a request for subdivision of property.
2. Staff will review submittals and schedule meetings with the petitioner on an as needed basis. Applicant should include five (5) folded copies of the preliminary plat and five (5) copies of preliminary engineering.
3. ***Submit a completed application***
4. ***Submit payment of subdivision application fees*** (also any other applicable fees i.e. zoning, annexation, etc.) as outlined in Ordinance Number 07-069 or pages 24 and 25.

Preliminary Plat Review

Staff Review

Submit information in accordance to the Zoning Ordinance and as requested by Staff.

1. Staff will establish a tentative review schedule, including Plan Commission and Village Board reviews, and outline further submission requirements.

Plan Commission Review

1. Upon satisfactory Staff review of the proposed preliminary plat, the plat will be placed on an appropriate Plan Commission workshop meeting agenda for Plan Commission review.
2. Submit twenty (20) folded copies of Staff approved preliminary plat three (3) weeks prior to the scheduled workshop meeting.
3. Per Plan Commission, Staff will schedule the preliminary plat for a meeting of the Plan Commission. Submissions for this meeting, as requested by Staff of twenty (20) folded copies are due three (3) weeks prior to the scheduled Plan Commission meeting.

Village Board Review

1. After Plan Commission makes a recommendation, the preliminary plat is forwarded to the next appropriate Village Board meeting for Board approval or denial.
2. After Village Board approval of the preliminary plat, the applicant can initiate preparation of the final plat and final engineering.

Final Plat Review

Staff Review

1. Submit five (5) copies of the plat, including five (5) copies of final engineering, to Staff for review.

2. Upon satisfactory Staff review, the applicant will be scheduled for a Plan Commission Workshop.

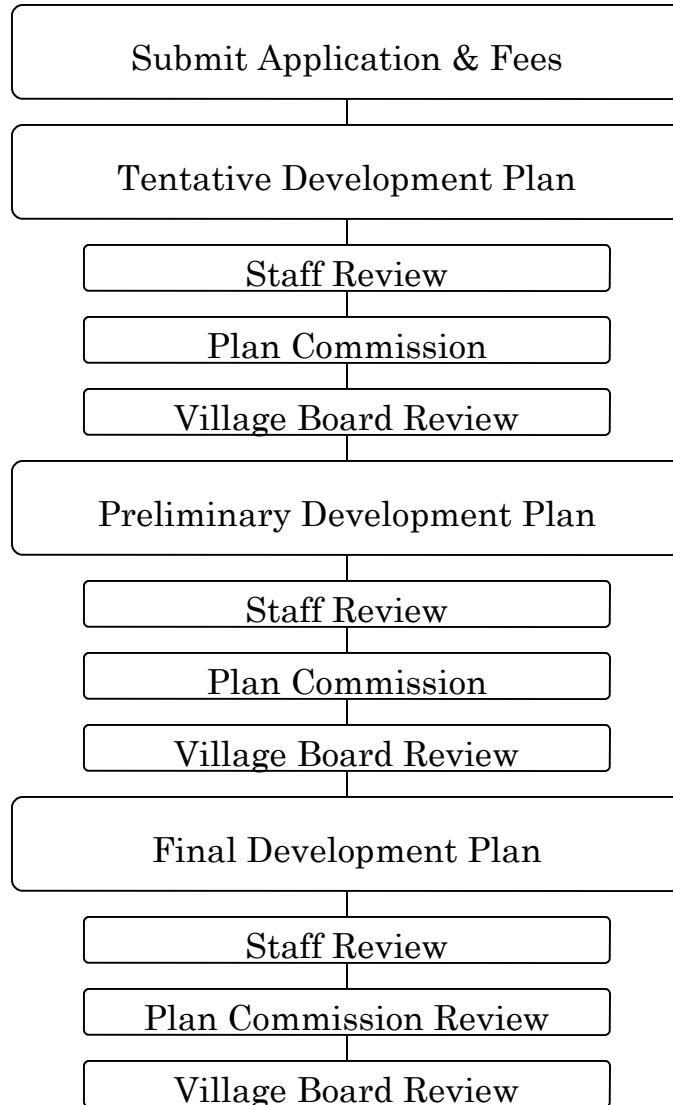
Plan Commission Review

1. Submittals for the Plan Commission Workshop, including twenty (20) folded copies of the final plat, are due three (3) weeks prior to the scheduled meeting.
2. Per Plan Commission, Staff will schedule the final plat for a regular meeting of the Plan Commission for approval.

Village Board Review

1. After Plan Commission makes a recommendation, the final plat is forwarded to the next appropriate meeting agenda for Village Board approval or denial.
2. Applicant must receive final engineering approval prior to final plat approval by the Village Board.
3. Submittals to the Village Board are due one (1) week prior to the scheduled meeting.
4. If the final plat is approved by the Village Board, the Applicant must submit three (3) mylar originals to the Village for signatures along with two (2) paper copies of the final plat. When the appropriate signatures are obtained on the mylars and the final plat is checked by engineering staff, the plat will be recorded by the developer and he/she will return two (2) paper copies to the Village.

Planned Unit Development (PUD) Requests



Request for Planned Unit Development (PUD)

The **Planned Unit Development (PUD)** is a cohesive development concept that allows a developer flexibility and encourages improved design in the development of land. Under the provisions of the PUD regulations, relief from rigid zoning district requirements may be granted provided certain criteria for superior design and site planning are met.

The following is the procedural process for submitting a request for a Planned Unit Development for property within the corporate limits of the Village of Homer Glen:

Application

1. **Contact the Village's Planning Department** to arrange a meeting to discuss a request for a Planned Unit Development zoning of property. Send the Village a concept plan to review.
2. **Submit a completed application.**
3. **Submit payment of PUD Application Fees** (also any other applicable fees i.e. rezoning, annexation, etc.) as outlined in Ordinance Number 07-069.

Concept Plan

Staff Review

1. Submit information as required under Section 9 of the Zoning Ordinance, including five (5) folded copies of the land use/site plan.
2. Staff will review all submitted information, and schedule meetings with the petitioner on an as needed basis. Staff will establish a review schedule, including Plan Commission and Village Board reviews and outline submittal requirements.
3. Upon satisfactory staff review, applicant will be scheduled for a workshop meeting with the Plan Commission. All submittals for this meeting as required by staff, including twenty (20) folded preliminary plans must be submitted three (3) weeks prior to the workshop meeting.

Plan Commission Review

1. Upon satisfactory staff review, applicant will be scheduled for a workshop meeting with the Plan Commission. All submittals for this meeting as required by staff, including twenty (20) folded preliminary plans must be submitted three (3) weeks prior to the workshop meeting.
2. Upon the direction of Plan Commission, a public hearing will be scheduled for the application for a PUD and tentative plan at a meeting of the Plan Commission.
3. Staff will publish the notice for public hearing not less than 15 days nor more than 30 days prior to the scheduled meeting date.
3. Submittals for this meeting are required three (3) weeks prior to the public hearing date.
4. Plan Commission will conduct a public hearing on the concept plan.
5. The Plan Commission will make a recommendation to the Village Board concerning the approval or disapproval of the concept plan.

Village Board Review

1. Village Board will consider the Plan Commission recommendation and approve or disapprove the concept plan.

Preliminary Development Plan

Staff Review

1. Submit information as required, including five (5) folded copies of the preliminary development plan.
2. Staff will review submittal and schedule meetings with the petitioner on an as-needed basis.

Plan Commission Review

1. Upon satisfactory Staff review, the applicant will be scheduled for a workshop meeting with the Plan Commission. All submittals for this meeting as required by staff, including twenty (20) folded preliminary plats, must be submitted three (3) weeks prior to the workshop meeting.
2. Upon direction of the Plan Commission, the applicant will be scheduled for a regular voting meeting of the Plan Commission. A public hearing will be required and scheduled at a Plan Commission meeting with notice given no more than 30 days or less than 15 days before the hearing date.
3. Plan Commission will review preliminary development plan at the scheduled meeting and make a recommendation of approval or disapproval to the Village Board.

Village Board Review

1. Village Board will consider the Plan Commission recommendation and approve or disapprove the preliminary development plan.

Final Development Plan

The final development plan shall substantially conform to the preliminary development plan as approved, and if desired by the developer, it may be submitted in stages with each stage reflecting a respective portion of the approved preliminary development plan.

If the Preliminary Plan initially submitted shall cover less than all of the Planned Development, Preliminary Plans for additional areas of the Planned Development may be submitted to the Plan Commission within such period of time as shall have been prescribed in the approval of the application for establishment of the Planned Development, provided, further, that upon request in writing of the developer, the Village Board may, by resolution duly adopted at any meeting of the Village Board, extend the period of time for submission of Preliminary Plans covering all of the Planned Development.

Staff Review

1. Submit a completed application for final development plan review (within 12 months of approval of the preliminary development plan).
2. Submit information as required by the Zoning Ordinance including twenty (20) folded copies of the proposed final development plan.
3. Staff will review submittal and schedule meetings with the petitioner on an as needed basis.

Plan Commission Review

1. Upon satisfactory staff review, the applicant will be scheduled for a workshop meeting with the Plan Commission.
2. Upon the direction of the Plan Commission, applicant will be scheduled for a regular voting meeting of the Plan Commission. If the Plan Commissioner considers the final development plan to include “major changes,” a public hearing will be scheduled to review the proposed changes, and a public notice will be made no less than 15 days later, or greater than 30 days before the hearing date.
3. Plan Commission will review the final development plan and make a recommendation to the Village Board regarding its approval or disapproval.

Village Board Review

1. Village Board will consider the Plan Commission recommendation and approve or disapprove the final development plan.
2. If the plan is approved, the applicant will have the final development plan, including any final subdivision plan, recorded in the Office of the Recorder or Deeds of Will County, Illinois. The applicant is required to submit three (3) mylar originals to the Village for signatures along with two paper copies of the final development plan.

Village of Homer Glen

Staff:

Paula Wallrich, Village Manager

Edmond Cage, Community Development
Director

Michael Salamowicz, Development Services
Director

Erin Venard, Development Services
Administrative Assistant

Steve Wydeveld, Chief Building Official

Scott Chance, Deputy Building Official

Plan Commission Members:

Brian Stevens, Chairman

Marcia DeVivo

Andrew "Bud" Fazio

Kevin Hoffmeister

Ted Kagianas

Joseph Maska

Tom Bernicky

14933 S. Founders Crossing

Homer Glen, IL 60491

Phone: (708) 301-0632

Fax: (708) 301-8407

Village of Homer Glen Development Review Fees

Listed below is a summary of the Village of Homer Glen Development Review Fees established by Ordinance Number 09-047.

Annexation

| | |
|-----------------------------------|------------|
| 0-5 Acres..... | \$750.00 |
| 6-10 Acres..... | \$1,000.00 |
| 11-50 Acres..... | \$2,000.00 |
| 51-100 Acres..... | \$3,000.00 |
| Over 100 Acres—Addl per Acre..... | \$20.00 |

Zoning

| | |
|--------------------------------------|----------|
| Residential and Non Residential..... | \$800.00 |
|--------------------------------------|----------|

Variances

| | |
|----------------------|----------------------------------|
| Residential..... | \$475 flat fee + \$100/add. Var |
| Non Residential..... | \$575 flat fee + \$100/add. Var. |

Special Use

| | |
|--|----------|
| Special Use (except for liquor sales)..... | \$675.00 |
| Liquor Sales..... | \$200.00 |

PUD

| | |
|------------------|------------|
| 0-10 Acres..... | \$2,750.00 |
| 11-25 Acres..... | \$3,250.00 |
| 26-50 Acres..... | \$4,250.00 |

| | |
|-----------------------|--------------------|
| 51-100 Acres..... | \$6,250.00 |
| 100+ acres..... | \$40/acre over 100 |
| Major PUD change..... | \$1,000.00 |
| Minor PUD change..... | \$500.00 |

Plat of Subdivision (prelim. and final)

| | |
|----------------------|--------------------|
| 0-10 Acres..... | \$2,000.00 |
| 11-25 Acres..... | \$3,250.00 |
| 26-50 Acres..... | \$4,250.00 |
| 51-100 Acres..... | \$6,250.00 |
| 100+ Acres..... | \$75/acre over 100 |
| 1.5 Mile Review..... | \$200.00 |

Lot Division

| | |
|-----------------|------------|
| 0-10 Acres..... | \$500.00 |
| 11+..... | \$1,000.00 |

Vacation

| | |
|---------------|----------|
| Flat Fee..... | \$200.00 |
|---------------|----------|

Zoning Materials

| | |
|-------------------------|---------|
| Zoning Ordinance..... | \$40.00 |
| Zoning Map..... | \$10.00 |
| Comprehensive Plan..... | \$40.00 |

Publication

| | |
|---------------|----------------|
| Flat Fee..... | See Ord 09-047 |
|---------------|----------------|

Rezoning Requests

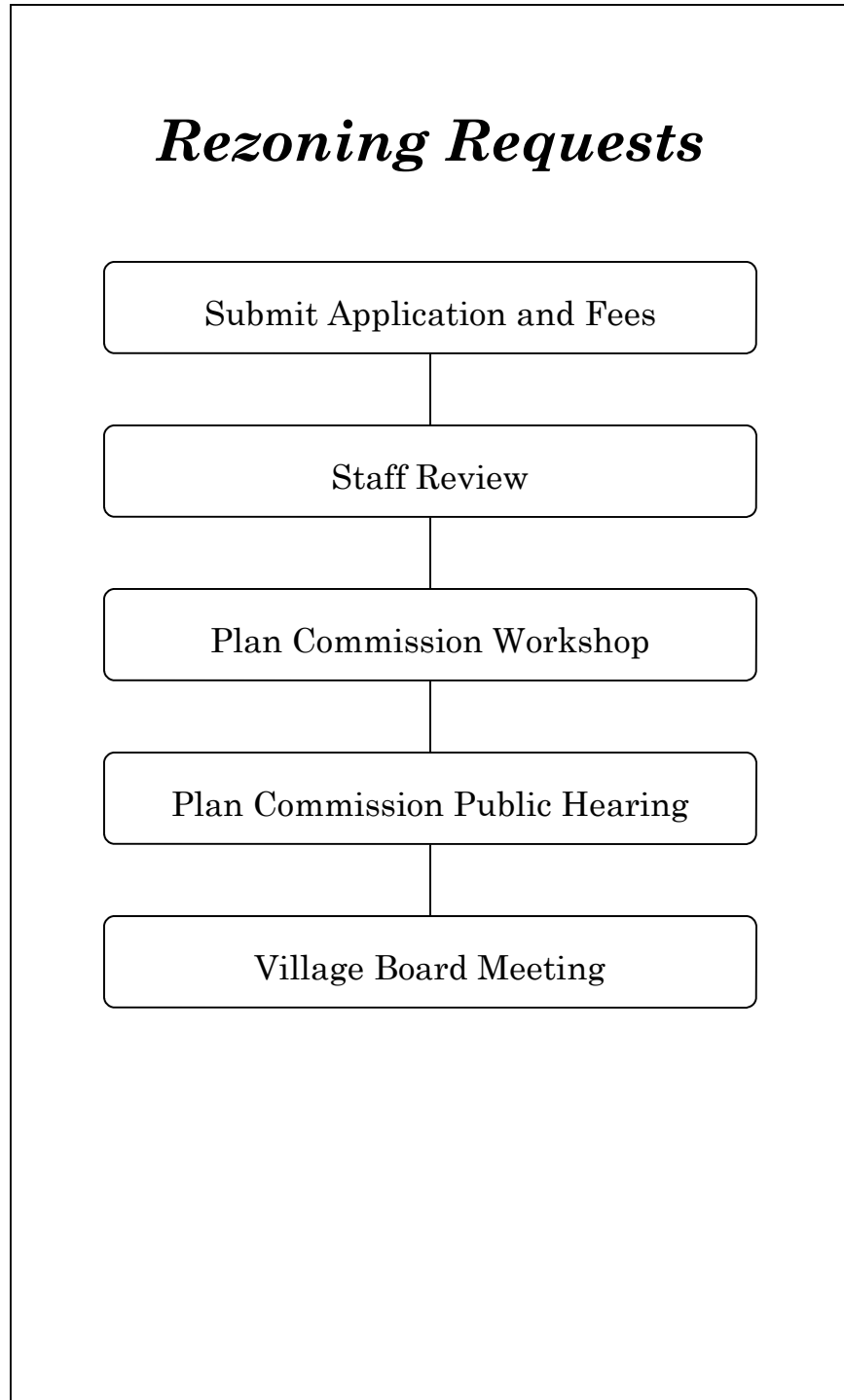
Submit Application and Fees

Staff Review

Plan Commission Workshop

Plan Commission Public Hearing

Village Board Meeting



Rezoning Requests

The following is the procedural process for submitting a request for rezoning of property within the corporate limits of the Village of Homer Glen:

Application

1. **Contact the Village's Planning Department** to arrange a meeting to discuss a proposed rezoning of a parcel of property.
2. **Submit a completed application.**
3. **Submit payment of zoning application fees** as outlined on page 23 and 24.
4. **Submit the following:**
 - A. Parcel Index Number (P.I.N.)
 - B. Plat of Survey including an accurate Legal Description of the property/land for which the rezoning is being requested.
 - C. Three (3) copies of a site plan of the parcel if applicable.

Staff Review

1. Staff will review all submitted information, and schedule meetings with the petitioner on an as needed basis.
2. Staff will establish a tentative review schedule, including Plan Commission and Village Board reviews.

3. Upon satisfactory Staff review, the rezoning request will be referred to the Plan Commission for review.

Plan Commission Review

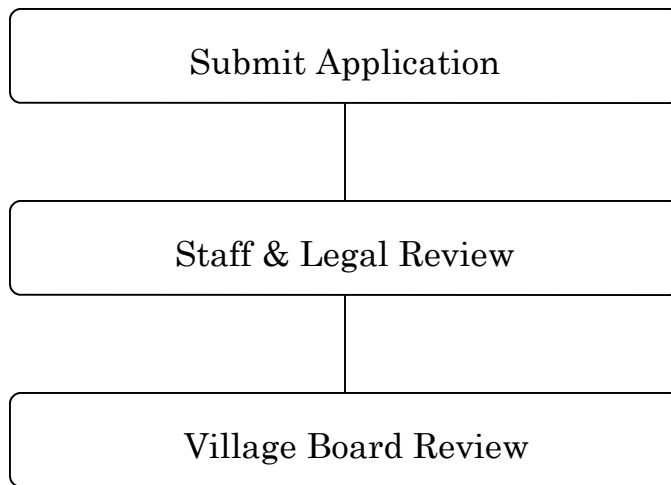
1. The application for rezoning will be referred to Plan Commission meeting for workshop discussion. Submittals as required by Staff must be submitted three (3) weeks prior to the meeting.
2. At the direction of the Plan Commission a Public Hearing will be scheduled for rezoning of the property. Submittals as required by Staff must be received three (3) weeks prior to the workshop meeting.
 - A. The Village shall publish notice of the time and place of the public hearing at least once, not more than thirty (30) days nor less than fifteen (15) days before the date of the hearing, in a newspaper published in the Village, or if no newspaper is published in the Village, then in a newspaper with a general circulation in the Village.
 - B. Village Staff will post a sign on the subject property for notice of the Public Hearing approximately 10 days prior to the published Public Hearing date.

- C. The Applicant must notify the property owners around the perimeter of the subject property at least 15 days prior to the published Public Hearing date. Notification must be made by Certified Mail, Return Receipt Requested. Such notice shall be mailed no fewer than fourteen (14) days in advance of the hearing and shall be sent certified mail, marked return receipt requested. Applicant must submit “Return Receipts” to the Village prior to the Public Hearing.
3. Plan Commission will make a recommendation of approval or disapproval to the Village Board.

Village Board Review

1. After the Plan Commission Public Hearing, the rezoning request will be submitted to the Village Board for review and final determination. Submittals are required one (1) week prior to the scheduled meeting.

Annexation Requests



NOTE: *If an annexation proposal includes a rezoning proposal, please refer to the Rezoning Section of this packet for information on this process. Rezoning hearings are conducted at the Plan Commission and occur prior to annexation hearings.*

Annexation Request

The following is the procedural process for submitting a request for annexation of property contiguous (adjacent) to the corporate limits of the Village of Homer Glen.

Application

1. **Contact the Village's Planning Department** to arrange a meeting with the Community Development Director. (This meeting is necessary for the applicant to present the "concept" of the proposed annexation to Village Staff. Staff will then check for contiguity and appropriate Village zoning classifications.)
2. **Submit a completed application**
3. **Submit payment of annexation and zoning application fees** (also subdivision application fees if applicable).
4. **Submit** the following:
 - A. Parcel Index Number (PIN)
 - B. Plat of Survey including an accurate legal description of the property/land for which the annexation is being requested.
 - C. Five (5) copies of the plat of annexation
 - D. Three (3) copies of a site plan of the parcel for preliminary review by Staff.
5. **Submit a signed petition for annexation.**
6. **Submit a draft annexation agreement** (double-spaced) based upon the model annexation agreement (available upon request), AND an electronic copy of the proposed annexation agreement.

Staff and Legal Review

1. Staff will review all submitted information, and schedule meetings with the petitioner on an as needed basis to resolve outstanding issues.
2. Upon satisfactory Staff review, the rezoning request will be referred to the Plan Commission for review.
3. Upon satisfactory staff and legal review of the draft annexation agreement, the agreement will be referred to the Executive Committee for comment.

Village Staff will have the document recorded at the Will County Recorder's Office. A recorded copy of the Annexation Agreement will be submitted to the Applicant.

Village Board Review

1. Village Staff will prepare the notice for public hearing at the Village Board meeting. The notice will be published not less than 15 days nor more than 30 days prior to the Public Hearing date.
2. The Village Board will conduct a public hearing on the annexation agreement.

Special Use Permit Requests

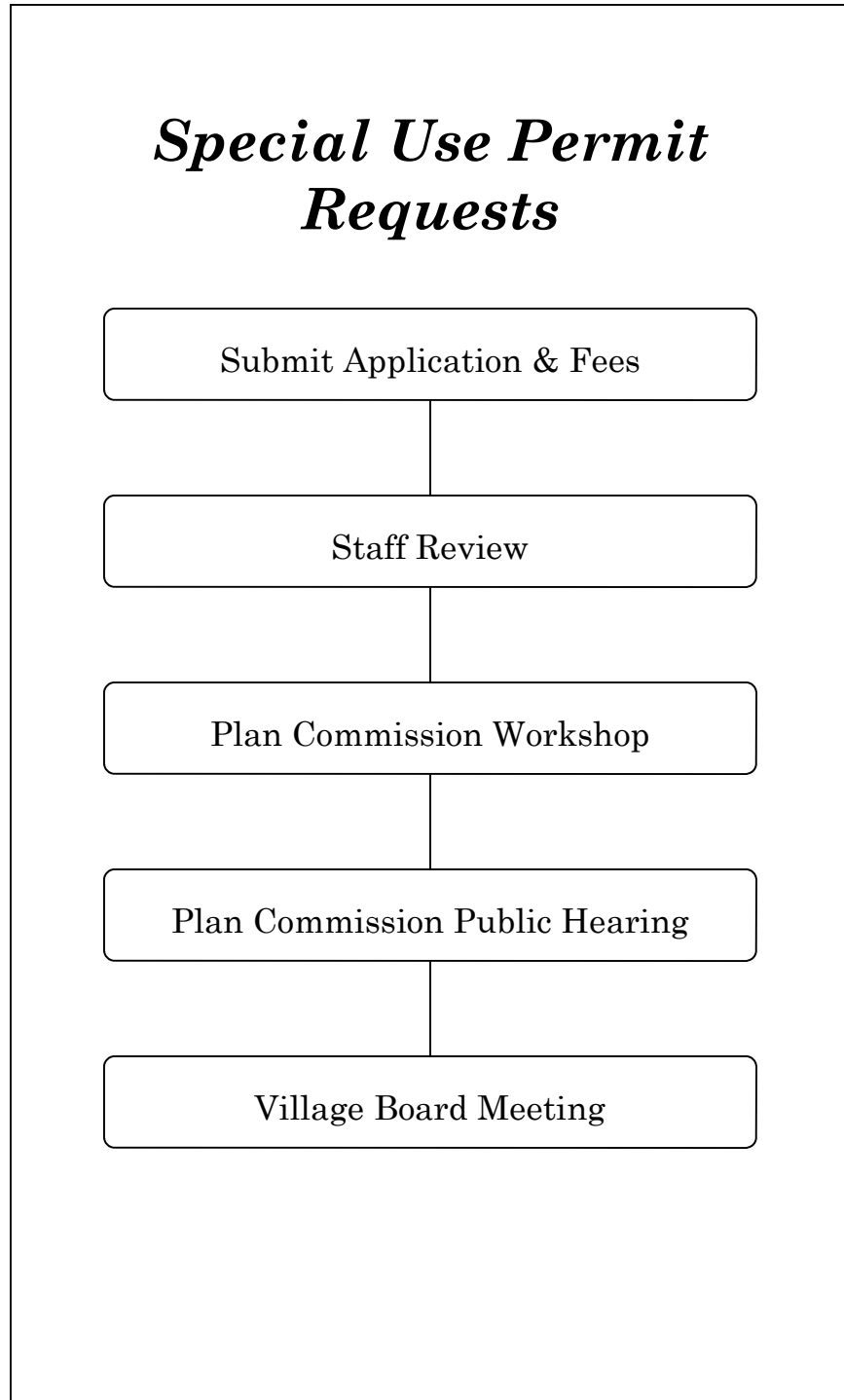
Submit Application & Fees

Staff Review

Plan Commission Workshop

Plan Commission Public Hearing

Village Board Meeting



Special Use Permit Requests

The following is the procedural process for submitting a request for a Special Use Permit for property within the corporate limits of the Village of Homer Glen:

Application

1. **Contact the Village's Community Development Department** to discuss a special use permit request and to secure the appropriate application forms.
2. **Submit a completed application**
3. **Submit payment of the special use permit application fees**
4. **Submit the following:**
 - A. Parcel Index Number (P.I.N.)
 - B. Plat of survey giving an accurate legal description of the property/land for which the special use is being requested.
 - C. Three copies of a site plan of the parcel if applicable.

Staff Review

1. Staff will review submitted information, and schedule meetings with a petitioner on an as needed basis.
2. Staff will establish a tentative review schedule including Plan Commission and Village Board reviews.

3. The Applicant must submit in writing, evidence that the proposed special use will conform to the standards set forth in the Zoning Ordinance.
4. Upon satisfactory Staff review, the special use request will be referred to the Plan Commission for review.

Plan Commission Review

1. The application for a Special Use Permit will be referred to a Plan Commission meeting for discussion. Submittals as required by Staff must be submitted three (3) weeks prior to the meeting.
2. At the direction of Plan Commission, a Public Hearing for the Special Use request will be scheduled for Plan Commission meeting. Submittals must be submitted three (3) weeks prior to the meeting.
 - A. Village Staff will have the Notice of Public Hearing published in a recognized newspaper announcing the Public Hearing on the owner's application for a special use permit. The notice will be published not less than 15 days nor more than 30 days prior to the Public Hearing Date.
 - B. Village Staff will post a sign on the subject property for notification of the Public Hearing approximately 10 days prior to the published Public Hearing date.
 - C. The Applicant must notify the property owners around the perimeter of the subject property at least 15 days prior to the published Public Hearing date. Notification must be made by Certified Mail, Return Receipt Requested.

Before the applicant mails the notification, it must be faxed or delivered to the Village's Community Development Department for review. Applicant must submit "return receipts" to the Village prior to the public hearing.

3. Plan Commission will make a recommendation of approval or disapproval to the Village Board.

Village Board Review

1. After the Plan Commission Public Hearing, the Special Use request will be submitted to the Village Board for final determination. Submittals are required one (1) week prior to the scheduled meeting.

Variance Requests



Variance Requests

A **variance** is a deviation from the strict compliance to provisions of the Zoning Ordinance.

The following is the procedural process for submitting a request for variances for property within the corporate limits of the Village of Homer Glen:

Application

1. **Contact the Village's Community Development Department** to discuss a possible variance request. Community Development Staff will authorize the application for variance.
2. Upon the Community Development Department's authorization for a variance, **contact the Community Development Department** for the appropriate application forms.
3. **Submit a completed application**
4. **Submit payment of the variance application fees.**
5. **Submit the following:**
 - A. Parcel Index Number (P.I.N.)
 - B. Plat of survey giving an accurate legal description of the property/land for which the variance is being requested.
 - C. Three copies of a site plan of the parcel.

Staff Review

1. Staff will review all submitted information, and schedule meetings with the petitioner on an as needed basis.
2. Staff will establish a tentative review schedule including Plan Commission and Village Board reviews.
3. Upon satisfactory Staff review, the variance request will be referred to a Plan Commission meeting for review

Plan Commission Review

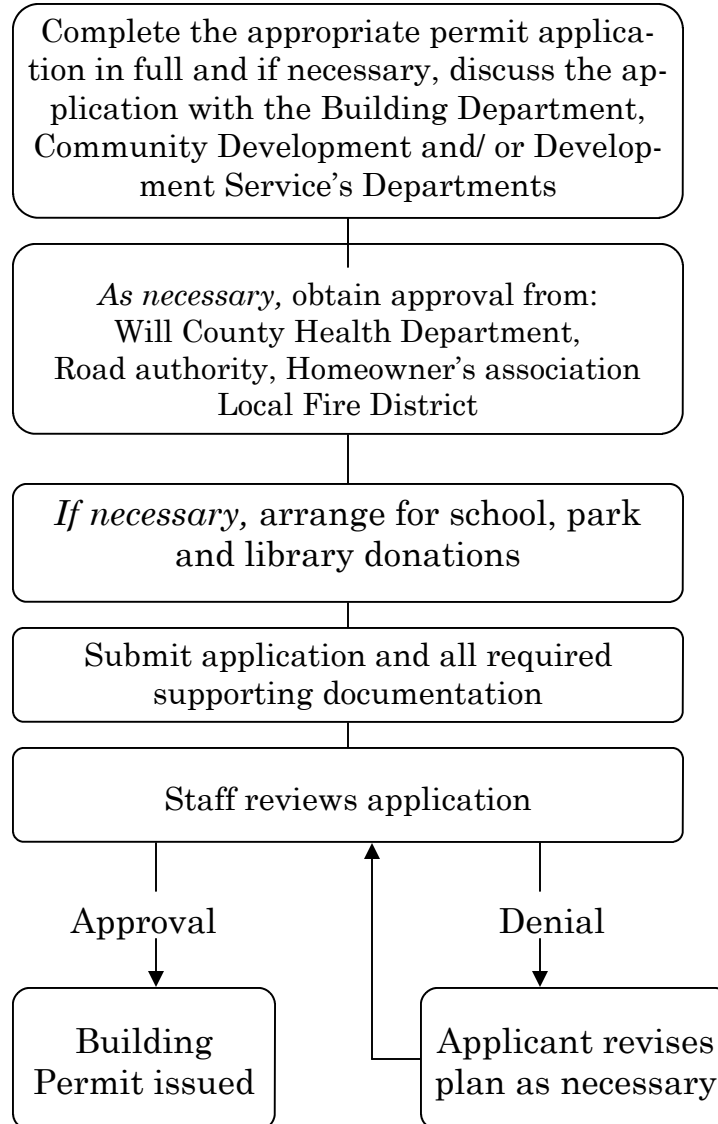
1. The application for variance will be referred to Plan Commission meeting for discussion. Submittals, as required by Staff, must be received three (3) weeks prior to the meeting. Workshop may be required as nature of request.
2. At the direction of the Plan Commission, a Public Hearing for the variance request will be scheduled for an appropriate meeting.
 - A. Village Staff will have the Notice of Public Hearing published in a recognized newspaper announcing the Public Hearing on the owner's application for variance. The notice will be published not less than 15 days nor more than 30 days prior to the Public Hearing date.

- B. Village Staff will post a sign on the subject property for notification of the Public Hearing approximately 10 days prior to the published Public Hearing date.
 - C. The Applicant must notify the property owners around the perimeter of the subject property at least 15 days prior to the published Public Hearing date. Notification must be made by Certified Mail, Return Receipt Requested. Before the applicant mails the notification, it must be faxed or delivered to the Village's Community Development Department.
 - D. Applicant must submit "return receipts" to Community Development Staff prior to the Public Hearing.
3. The Plan Commission will make a recommendation to the Village Board of approval or disapproval of the variance requested.

Village Board Review

1. After the Plan Commission Public Hearing, the Variance request will be submitted to the Village Board for final determination. Submittals are required one (1) week prior to the scheduled meeting.

Building Permits



A permit must be obtained in advance and all other requirements of the Building Ordinance must be complied with whenever a building, appurtenance thereto, or portion thereof, such as, but not limited to water supply, sewage disposal, plumbing installation, electrical installation, heating equipment and energy conservation regulated by the Building Ordinance is erected, installed, altered, converted, remodeled, reroofed, structurally repaired, moved or changed.

Application

1. **Obtain pertinent information** from the Homer Glen Building Ordinance and Building codes.
2. **Obtain an application** from the Building Department of Homer Glen.
3. **Consult with the Community Development Department** to confirm compliance with all Zoning Ordinance requirements.
4. **Submit a completed building permit application** with the required supporting information to the Building Department.
5. **Submit payment** of the building permit application fees per section 19 of the Building Ordinance
6. **Submit the following:**
 - A. Parcel Index Number (P.I.N.)
 - B. Plat of survey giving an accurate legal description of the property/land for which the building permit is being requested.
7. **Construction Documents:** Refer to Section 7.8.2 of the Building Ordinance.

Staff Review

1. Staff will review the permit and either approve or deny. If denied, applicant can revise the plan for resubmittal.

Engineering Requirements

Engineering Review Checklist: Civil Construction Drawings

See Engineering Plan Requirements below for specific details on the required Plan Information.

Engineering Plans:

1. Cover Sheet
2. Final Plat
3. Construction Drawings (General Notes and Specifications)
4. Erosion Control Plan (SWPPP)
5. Overall Grading Plan
6. Detailed Grading Plan
7. Overall Utility Plan
8. Detailed Utility Plan(s)
9. Roadway Plan/Profile
10. Sanitary Sewer Plan/Profile
11. Detail Sheet(s)
12. Special Sheet(s) (as required)

Final Plat or Re-plat:

1. Final Plat/Re-plat

Accompanying Studies:

1. Drainage Report
2. Utility Study
3. Soils/Pavement Design Report
4. Final Traffic Study
5. Wetland Study

Agreements/Other Obligations:

1. Right-of-Way/Easement Dedication Descriptions
2. Public Improvements Agreement
3. Cost Estimate
4. LOC Documentation
5. Approved copy of other agency permits (ie... IDOT, IEPA, USACOE, IDNR, etc) where applicable
6. Digital File of the Improvements, including Building Envelopes, Utilities, Easements, etc. (AutoCAD and PDF). As Built required upon completion of project.
7. Site Development Permit Application.

Note: Review submittals are to be blue line drawings (24" x 36")

Engineering Plan Requirements

A. Cover Sheet

- Name of Proposed Development
- Owner/Developer, address, phone, email & fax
- Design professional, address, phone, email, fax and applicable registration or license number
- Signed and sealed by PE; date
- Vicinity Map with date, scale 1" = 800'
- Overall Lot Layout (large subdivisions only)
- Sheet index
- Legend of existing and proposed Development Plan symbols
- Utility agencies, addresses and phone numbers
- Governing agencies, addresses and phone number
- Engineering Drainage statement

General Notes

- Tax Map or Parcel ID number
- Datum and benchmark
- Existing and proposed zoning and intended use
- Any variances or re-zonings, conditional privileges, use permits, or wetlands permit (case number, date, and conditions)
- Flood plain; flood zone _____, per panel

Site Statistical Resume

- Total site area (square feet/acre)
- Total area within the right-of-way (square feet/acre)
- Total area of lots
- Total number of lots
- Minimum lot size (square feet/acre)
- Maximum lot size (square feet/acre)
- Type, number, and diameter of trees (in accordance with the Homer Glen Tree Ordinance)

Site Development Notes

- Before you dig, call J.U.L.I.E. (1-800-892-0123)
- Developer/Contractor shall comply with all applicable Village Ordinances

B. Development Plan

- Contours (1' interval)
- Graphic and number scale
- North arrow with references to source of meridian
- Bearings and distances
- Lot numbers
- Adjacent parcels labeled
- Adjacent streets (to minimum center line) labeled; name and right-of-way width
- Site grading notes
- Pavement design
- Building set backs
- Existing and proposed elevations
- Existing OH & UG (electrical, telephone, CATV, gas...)

- Connection to existing storm drain system (if applicable) with rim & inverts of applicable storm drain structures
- Proposed storm drain system (all structures labeled with structure number, rim, invert—all pipe labeled with length, diameter, material and slope); provide hydraulic grade line
- Proposed rip rap (sized) for flared ends, headwalls, etc.
- Existing and proposed ditches; indicate flow line; minimum slope for earth swale is 1.0%
- Drainage and utility easements noted on plan, existing and proposed
- Existing utilities (sanitary sewer, sewer force main, water...)
- Proposed sanitary sewer (gravity) linear feet, diameter, material, slope; manhole rims and inverts proposed and existing (where applicable)
- Proposed sanitary sewer laterals, 10' horizontal separation from water services line
- Proposed sewer force main (if applicable)
- Proposed pump station location; invert in and out, type and gallons per minute (if applicable); provide design calculations and IAWC certification from wastewater division regarding capacity.

- Fire hydrants; existing and proposed
- Location, width and direction of flow of all watercourses and flood-control areas within and adjacent to the property involved.
- Location of all existing wells, abandoned wells and sumps (or statement that none exist). If applicable, include notes for abandonment process.
- Approximate location of all existing septic tanks and leach fields (or statement that none exist). If applicable, include notes for abandonment process.
- Dimensions of all lot lines indicated and lots numbered consecutively.
- Locations, widths and designations of all proposed streets, alleys, pedestrian ways and other rights-of-way, whether public or private, within and adjacent to the subdivision. (Include any planned line for street widening or for any other public project in and adjacent to the subdivision).
- Centerline curve data given for each curve (length and radius).
- Street barricades at dead end streets
- Provide curve data
- Curb & gutter and sidewalk (where applicable)
- Bike or walking trails (where applicable).

- Topographic Map: A topographic survey of the property at one-foot (1') contours under existing and proposed conditions, and areas upstream and downstream, necessary to determine off-site impacts of the proposed drainage plan. As a minimum, this information shall include ground and structure elevations within one hundred feet (100') of the subject parcel and/or project. The map shall be keyed to a consistent datum specified by the Village of Homer Glen.
- Plans must be consistent with the *Water Resource Ordinance and BMP Manual* of Homer Glen.
- Floodplains. A potential applicant may review an indication of the floodplain status of a property by visiting the FEMA Map Service Center at <http://msc.fema.gov>. However, this is only a preliminary indication as the Village must make its own determination.
- Easements and buffers
- Erosion control measures to be taken to avoid deposition of sediment onto other properties and/or into storm sewers, drainage channels, lakes, streams, ponds, or any body of water.
- A copy of the subdivision grading plan, if available.

C. Erosion & Sediment Control Plan & Details (SWPPP)

- Reference to NRCS Erosion and Sediment Control Handbook

- Construction entrance
- Inlet and outlet protection
- Protection of proposed and existing inlets and outlets
- Protection of existing water bodies
- Protection of adjacent properties
- Applicable E&S details
- Permanent seeding schedule
- Temporary sediment basin for 3 acres or greater (include sizing).

D. Detail Sheet (Optional)

- BMP details, such as outlet structure and section
- Ditch section
- Any other applicable details

E. Profile Sheet

- Sanitary sewer, sewer force main (if applicable), water main, storm sewers and utility crossing
- Label all utility and storm drain lines with length, diameter, slope, and material.

F. Other

- Provide copies of letters notifying applicable agencies or utilities of proposed subdivision including: ACOE, IDNR, IEPA, ComEd, Nicor, Verizon, and Cable.

Helpful Community Numbers

Government

| | |
|--------------------------------|--------------|
| Administration Office | 708-301-0362 |
| Building Department | 708-301-1301 |
| Animal Control | 815-462-5633 |
| Chamber of Commerce | 708-301-8111 |
| Library | 708-3017908 |
| Police (Non-Emergency) | 708-301-9274 |
| (Emergency) | 911 |
| Post Office | |
| Orland Park | 708-349-8030 |
| Lockport | 815-838-9104 |
| Senior Services of Will County | 815-723-9713 |
| Tax Assessor | 708-301-8166 |
| Township Office | 708-301-0522 |

Local Hospitals

| | |
|-----------------|--------------|
| Palos Community | 708-361-4500 |
| Silver Cross | 815-740-1100 |
| South Suburban | 708-799-8000 |
| St. Joseph | 815-725-7133 |

Utilities

| | |
|-------------------------|--------------|
| AT&T | 800-244-4444 |
| Comcast | 866-594-1234 |
| ComEd | 800-334-7661 |
| NiCor Gas | 888-642-6748 |
| NuWay Disposal | 708-479-9555 |
| Illinois American Water | 800-422-2782 |

