



Village of Deer Park Development Petition Packet



Welcome to Deer Park, IL



Welcome and thank you for your interest in developing in the Village of Deer Park. On behalf of our Village Board, Village Staff, and the residents of Deer Park, we are excited to have you invest in our community. Whether you are looking to annex and develop a new site or you want to redevelop an existing site, this Development Petition will walk you through the process. If you are ready to begin the process or don't even know where to start, I will be more than happy to speak with you to discuss your project.

Beth McAndrews, Village Administrator

This Development Packet will walk you through the process of submitting a development petition for the following:

- ✓ Annexations
- ✓ Amendments to Zoning/Rezoning
- ✓ Special Use Permits / Amendments
- ✓ Preliminary or Final Planned Unit Developments (PUDs)
- ✓ Amendments to a Final Planned Unit Development (PUD)

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Development Review Process

Pre-Application Review

Before submitting an application, the Petitioner should schedule a pre-application meeting with project scope and required materials.

The Petitioner can submit plans for initial staff review and feedback. This step may save review time once an official review has been started.

See Chapter 158.33(B) for additional information

Petition Submittal & Staff Review

Before an official review can begin, the Petitioner needs to submit a completed application, all required documents, plans, and submit the required fees and deposits. See Chapter 158.33(B) for additional information

Village Staff will review the submittal and will provide a comment letter back to the Petitioner.

Village Staff may request from the Petitioner revisions to plans before the submittal can through the public hearing and approval process.

Public Hearing & Approval

All submittals must have a Public Hearing before the Planning and Zoning Commission. These Meetings usually occur on the 1st Monday of each Month.

Legal notices must be posted 15-30 days prior to the public hearing, not including the date of the hearing. Notices to be sent Certified mail, Published in Newspaper & sign posted at subject property. See Chapter 158.55 for additional information

Once Planning and Zoning provides a recommendation. The Project will go before the Board of Trustees. These Meetings usually occur the 3rd Thursday of each Month.

Once the Village Board of Trustees approves the Final project, the Petitioner may apply for any building permits.

If the Petitioner is only seeking preliminary approval for their application, the Petitioner will then submit a new application for final approval once comments and conditions are addressed.

Congratulations,
Welcome to Deer Park.

DEVELOPMENT GUIDELINES

PRE-APPLICATION MEETING.

Prior to the filing of an application for approval of a planned development, the petitioner shall contact the Village Administrator to arrange an informal meeting with the Planning and Zoning Commission Chairperson. The Planning and Zoning Commission Chairperson may request the presence of the Village Planning Consultant, the Village Engineer, the Village Attorney or other consultants to the Village. Costs associated with such consultant appearances at the pre-application meeting shall be the responsibility of the applicant.

The submittal requirements for this meeting can be found under Chapter 158.33

<https://www.villageofdeerpark.com/DocumentCenter/View/2311/Chapter-158-Zoning-Code-in-effect-after-3-20-25-PDF>

SITE DEVELOPMENT PRELIMINARY AND/OR FINAL REVIEW.

The purpose of the site development plan is to obtain a recommendation from the Planning and Zoning Commission and preliminary and/or final approval by the Village Board that all plans and programs that the petitioner intends to build, and follow are acceptable, and that the petitioner can reasonably proceed with preparation of detailed architecture, engineering, and site and landscape plans. The preliminary and/or final site development plan is more developed than the sketch plan that was required for pre-application meeting and is meant to assure the petitioner that final site development plans will be approved if they substantially conform to the approved preliminary plan.

Please see the Attached Planned Development Checklist.

The Petitioner shall submit a non-refundable filing fee and refundable deposit to the Village of Deer Park.

Please see the chart below:

PURPOSE OF APPLICATION AND/OR PETITION	NON-REFUNDABLE FILING FEE	REFUNDABLE DEPOSIT REQUIRED
Planned Development:		
Pre-Application Review	None	\$1,000.00
Preliminary and Final Review	\$1,000.00	\$10,000.00
Subdivision	\$500.00	\$5,000.00

Please see **Chapter 38, Section 38.04** of the Village Code for the Reimbursement for Professional fees and Other Expenses.

Village website link to Chapter 38: <http://www.villageofdeerpark.com/DocumentCenter/View/72/Chapter-38--Reimbursement-for-Professional-Fees-and-Other-Expenses-PDF>

PRELIMINARY PLAN AND/OR FINAL PLAN SUBMITTAL FOR APPROVAL FOR PLANNING AND ZONING

COMMISSION PUBLIC HEARING. The petitioner must submit plans to the Planning and Zoning Commission for review by Village Engineer, Village Building Inspector, Village Planner, Village Fire Inspector and Village Attorney. The Planning and Zoning Commission will make a recommendation with conditions to the Village Board.

Depending on the complexity of the proposal, the Planning and Zoning Commission may require more than one meeting to evaluate the plan and make a recommendation. The evaluation standards for a planned development are in Chapter 158 of the Village Code-

<https://www.villageofdeerpark.com/DocumentCenter/View/2311/Chapter-158-Zoning-Code-in-effect-after-3-20-25-PDF>

REQUIREMENTS FOR PLANNING AND ZONING PUBLIC HEARING. Submission must be submitted to the Village no less than 30 days before the next scheduled Planning and Zoning Commission Meeting. All regularly scheduled Planning and Zoning Commission meetings usually occur on the first Monday of each month starting at 7:00 p.m., except for a holiday, then it will be the following Monday for that month.

PRELIMINARY PLAN APPROVAL FROM THE VILLAGE BOARD.

Once the Planning and Zoning Commission has made a recommendation (positive or negative), the preliminary plans will be sent to the Village Board for decision along with the recommendation and the Planning and Zoning Commission findings of fact. A petitioner need not submit any additional materials to the Village Board unless requested by the Planning and Zoning Commission or Village Staff. If, after approval of the preliminary plan, no final application is made for final approval, the preliminary plans shall be declared null and void after a two (2) year time period.

FINAL PLAN APPROVAL FROM THE PLANNING AND ZONING COMMISSION. Preliminary and Final plans can be filed and processed consecutively not simultaneously. The Planning and Zoning Commission will provide a recommendation of the final plans if they are in substantial compliance to the Village Board.

FINAL PLAN APPROVAL FROM THE VILLAGE BOARD. Once the Planning and Zoning Commission has made a final recommendation the final plans will be sent to the Village Board for a decision along with the recommendations and the Planning and Zoning Commission findings of fact. If substantial construction has not been started on any phase of the development within two (2) years from the date of approval of the final plan, the permits shall be declared null, and void and the project shall not be initiated unless it is resubmitted and reapproved in the same manner that it was approved in the first instance. The Village Board, however, may extend the period for validity of the preliminary plan or for initiating construction under the final plan within its sole discretion or upon a written request by the property owner upon a showing of good and sufficient cause. The decision whether to grant such an extension shall be made within the Village Board's sole discretion.

Submission Checklist

The following plans below must be submitted for Village Review no less than 45 Calendar Days prior to the Planning and Zoning Commission meeting(s). Petitioners are encouraged to contact the Building and Zoning Department to discuss their petition, required plans, pre-submittal options, preliminary vs. final requirements, timing considerations, and potential meeting details.

DIGITAL SUBMITTAL & 10 PRINT SETS REQUIRED 45 DAYS PRIOR TO PLAN COMMISSION MEETING:

Digital Submittal: **Email Digital Submittal or download link to Josie Doniec at jdoniec@vodp.net**

**Questions:
Contact Director of Building and Zoning, Josie Doniec, 847-726-1648 x104**

Print Submittals: **Mail 10 Print Sets, Minimum Drawing Size 24 Inches x 36 Inches, to**

**Deer Park Village Office
Attn: Josie Doniec
23680 W. Cuba Road
Deer Park, Illinois, 60010**

- Application and Written Statement by developer which describes the proposed development, shows how proposed plan meets objectives of comprehensive plan, shows compatibility with surrounding land uses, benefits to public health, safety, welfare, and Village - economically and otherwise.
- Proposed Variations – List of variations, if any, i.e. exceptions to municipal code requiring relief
- Proof of Ownership or Site Control – Such as deed, purchase contract or authorization letter with the ownership matching either the county tax records or a title commitment
- Survey with Legal Description of the Property – Boundary survey of the site
- Site Plan *Preliminary and/or Final* – Indicate location of building(s) on property, signs, trash enclosure, bike path, sidewalks, parking spaces, access points, connectivity to neighboring properties, and call-out with pertinent site data to evaluate zoning standards (i.e. coverage, setbacks, floor area ratio, etc.)
- Engineering Plans *Preliminary and/or Final* - All drawings must be to scale and include dimensions with sufficient detail to evaluate the topography, grading, sewer, water, sanitary, drainage, etc.
- Landscape Plan *Preliminary and/or Final* – Including plant details, types, quantities, locations, installation, care & maintenance details, note landscaping for ground signs, and provide supporting details and cut-sheets for any fencing, planters, hardscape and other related amenities
- Architectural Plans *Preliminary and/or Final*– Including elevations (with height shown), color renderings, material and dimensional call-outs, roof plans for non-residential structures and typical floor plans
- Signage Plan, *Preliminary and/or Final*– Including locations, elevations (with dimensions shown), color renderings, material and dimensional call-outs
- Photometric (lighting) Plans *Preliminary and/or Final* – Including calculations of required lighting per the village code and the State of Illinois Energy Code and calculations of what is being provided
- Development Schedule – Including proposed start dates, completion dates and phasing
- Traffic Impact Study – Provide engineers report of traffic study
- Protective Covenants – Proposed documents, outline or narrative with salient points of covenants
- Plat of Consolidation, *Preliminary and/or Final*– If simultaneous approval for consolidation is requested
- Plat of Subdivision, *Preliminary and/or Final*– If simultaneous approval for subdivision is requested
- Tree Survey – Include graphic showing location and list/description of trees; See [Chapter 95](#) of Code
- Other Submittals which may be required by Planning and Zoning Commission including:
 - Proposed Water Allocation
 - Proposed Sanity Sewer Connection Stormwater Maintenance
 - Tax Impact Study
 - School Demographic Study
 - Other information requested by the Planning and Zoning Commission or Village Staff

**Please note this checklist is a summary of items outlined in the Village Code and in all cases the Village Code controls.*



Village of Deer Park Development Application

Completion of this petition satisfies the requirement of filing a petition in matters before the Planning and Zoning Commission. Please type or print legibly and include original signatures. A petition cannot be processed until it is complete, and all fees have been paid.

Office Use Only

Date Received: _____

Escrow No. _____

PETITION TYPE - Select all that apply

- | | | |
|---|---|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Planned Unit Development | <input type="checkbox"/> Plat of Subdivision |
| <input type="checkbox"/> Amendment to Zoning | <input type="checkbox"/> Preliminary | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Re-Zoning | <input type="checkbox"/> Final | <input type="checkbox"/> Final |
| <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Major Amendment/P&Z* | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Amendment to Special Use | <input type="checkbox"/> Minor Amendment/BRB* | |

PROJECT INFORMATION

Project Title: _____

Project Description: _____

PUD/Master Plan/Subdivision: _____

Use street address. Use the closest intersection if no address. Attach Legal Description

Project Location: _____

PIN(s): _____

Current Zoning: _____ Proposed Zoning: _____

Current Use: _____ Proposed Use: _____

Gross Site Area (Acres): _____ Net Site Area (Acres): _____

Number of Lots Proposed: _____ Number of Dwelling Units Proposed: _____

Approximate Cost of Construction: \$ _____

**Contact Village Building and Zoning Department before you submit your petition to determine if your project constitutes a major amendment to a Planned Unit Development, will go before the Planning and Zoning Commission (P&Z) and a minor amendment to a Planned Unit Development will go before the Building Review Board (BRB).*

PETITIONER CONTACT INFORMATION

(check one) Owner Owner's Agent Design Professional Developer Other: _____

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone# _____ E-Mail: _____

OWNER CONTACT INFORMATION

Owner (required if not Petitioner)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone# _____ E-Mail: _____

SIGNATURES

As owner of the property, I hereby authorize the seeking of the above requested action. The Owner agrees to and does hereby grant the Village permission to go upon or over any part of the Property for the purpose of taking video and pictures of the site and construction activities.

Signature of Owner* (submit Affidavit of Ownership)

Date

Print Name of Owner

Signature of Petitioner (if different from the owner)

Date

Print Name of Petitioner

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

Affidavit of Ownership

COUNTY OF _____)

STATE OF ILLINOIS)

I, _____, under oath, state that I am

- the sole owner of the property
- an owner of the property
- an authorized officer for the owner of the property

commonly described as _____

(Property address and PIN(S))

and that such property is owned by _____ as of this date.
(Print name)

(Signature)

Subscribed and sworn to before

me this _____ day of

_____, 20____

Notary Public

(Notary Stamp)

Legal Notice Requirements

The Petitioner(s) are advised to view Chapter 158, Section 158.55(C) of the Village Zoning Code: <https://www.villageofdeerpark.com/DocumentCenter/View/2311/Chapter-158-Zoning-Code-in-effect-after-3-20-25-PDF>

1. Not less than fifteen (15) days nor more than thirty (30) days prior to the Planning and Zoning Commission public hearing an applicant must:
 - a. Draft a Public Notice of Public Hearing. Reviewed by Petitioners Attorney (if applicable) and Village Attorney. The Public Notice includes Properties Common Address, PIN Numbers, the Owners Name and Description of Request, the time and place of the public hearing; the application on file may be examined in the Village Office.
See attached Sample Public Hearing Notice.
 - b. Attorney Approved Public Notice shall be sent by certified mail to the owners of record of all parcels of land within five hundred feet (500') of the perimeter of the property being considered; A list of property owners can be obtained by calling Ela Township Assessor's Office at 847-438-8370, emailing assessor@elaassessor.org or visiting the office at 1155 E. Route 22, Lake Zurich, IL 60047 and a list of Cook County property owners can be obtained by calling the Palatine Township Assessor's Office at 847-358-6700, or visiting the office at 721 S Quentin Rd # 103, Palatine, IL 60067.
 - c. Attorney Approved Public Notice shall be published in newspaper for Lake and Cook Counties. For Publishing, contact Daily Herald Legal Department, Paula Raetzman legals@dailyherald.com Office 847-427-4671 Website <http://www.dailyherald.com>.
 - d. The Village shall post notice of said hearing by the erection of a sign, provided by the Village Building and Zoning Department, on the subject property for a period of not less than 15 continuous days immediately preceding the date of the hearing and not more than 30 days before the date of the hearing. The required sign(s) shall be posted on all frontages of the lot in a conspicuous place allowing unobstructed public viewing. The Village shall remove the sign(s) at the conclusion of the public hearing. See chapter 150.04. Schedules of building fees and charges.
2. Compliance: At the public hearing the petitioner shall deliver to the Village Clerk Notarized Affidavit of Public Notice, a publisher's certificate of publication from the newspaper of the required notice, and evidence of mailing of notice as required herein above.
3. If the public hearing on any matter is continued it shall be the responsibility of the applicant to publish notice of the reconvened hearing as in the case of the original notice unless the date of the continued hearing was announced publicly in the course of the preceding hearing on the matter.

SAMPLE PUBLIC HEARING NOTICE

NOTICE OF PUBLIC HEARING

TAKE NOTICE that on the ___ day of _____, 20 ____, at the hour of 7:00 p.m., or as soon thereafter as the matter may be heard, the Planning and Zoning Commission of the Village of Deer Park will conduct a public hearing at Deer Park Vehe Barn 23570 W. Cuba Road, Deer Park, Illinois 60010 upon a petition submitted by _____ as (owner/contract purchaser) of a parcel consisting of _____ acres at _____, Deer Park to allow _____.

The Applicant requests (Petition Type) approval for the _____

The subject property is zoned _____, _____, and is located within the corporate limits of the Village of Deer Park.

Petitioner: _____

Address of Property: _____

Permanent Index Number: _____

A copy of the application is on file with the Village Clerk of the Village of Deer Park, IL and is available for public inspection, please call 847-726-1648. Members of the public are invited to attend, and an opportunity will be given to address the Petitioner and members of the Planning and Zoning Commission during the Public Comment portion of the hearing. This Notice is given pursuant to the Village of Deer Park Municipal Ordinance.

By order of the Planning and Zoning Commission, Village of Deer Park.

Date: _____

/s/ David Heidtke Chairman, Deer Park Planning and Zoning Commission

Affidavit of Public Notice

STATE OF ILLINOIS)
COUNTY OF _____)
IN THE MATTER OF THE APPLICATION OF)
(Name of Petitioner, Trust, etc.)
)

AFFIDAVIT

I, _____, [attorney for the petitioner, owner, petitioner, or representative of the owner], being first duly sworn on oath deposes and states as follows:

- A. That a copy of the legal notice, concerning the hearing date for the above-mentioned Petitioner, was sent to each of the persons named below by certified mail notifying them of the hearing before the Planning and Zoning Commission on _____, 20____, at 7:00 p.m. at Vehe Barn, 23570 W. Cuba Road, Deer Park, Illinois. Said notice was mailed to each of the mentioned persons attached hereto as Exhibit "_____" by certified mail on _____, 20____.
- B. Attached hereto and labeled Exhibit "_____" is a true and correct copy of the Publication Certificate evidencing the publication of notice in newspaper of general circulation on _____, 20____.

Subscribed and sworn to me before
this _____ day of _____, 20____.

Notary Public

(Notary Stamp)