



VILLAGE OF SCHAUMBURG

**Community Development Department
APPLICATION FOR COMMERCIAL
DEVELOPMENT REVIEW**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430

PRGSubmittals@Schaumburg.com

SECTION I: DEVELOPMENT INFORMATION

1. INDEX INFORMATION: *(To be completed by Village Staff)*

2. BACKGROUND INFORMATION: *(All correspondence will be e-mailed to the applicant)*

a. Applicant: _____
Corporation: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____
(Number at which applicant can be reached during business hours)

E-mail Address: _____

b. Relationship of Applicant to Property: _____

c. Current Owner of Property: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail Address: _____

3. APPROVALS REQUESTED

_____ Site Plan Approval

_____ Rezoning

(1) Parcel A: _____ acres from _____ to _____

(2) Parcel B: _____ acres from _____ to _____

_____ Special Use

_____Variation(s)

_____Other: _____

4. SUMMARY OF REQUESTED ACTIONS: _____

5. PROJECT STAFF:

Developer: _____ Phone: _____

Attorney: _____ Phone: _____

Engineer: _____ Phone: _____

Architect: _____ Phone: _____

Landscape Architect: _____ Phone: _____

6. DESCRIPTION OF SITE:

a. Location (address): _____

b. PIN Number (14 digit): _____

7. VARIATIONS:

List and justify any requested variation(s) from the (a) Zoning Ordinance and (b) Subdivision and Land Development Ordinance (attach additional pages if necessary):

Please note that the site plan will not be reviewed until this application has been fully completed and all required plans and other materials have been satisfactorily submitted to the Community Development Department. Incomplete submittals will not be accepted. It is strongly suggested that the applicant schedule an appointment with the Community Development Department so that materials can be reviewed for accuracy and completeness prior to submittal.

In consideration of the information contained in this application as well as all supporting documentation, it is requested that approval be given to this site plan.

Applicant: _____
(Print or Type Name)

(Applicant's Signature)

Date: _____

Current Owner of Property:

(Print or type name)

(Property Owner's Signature)

Date: _____



VILLAGE OF SCHAUMBURG

**Community Development Department
DEVELOPMENT REVIEW PROCESS**

101 Schaumburg Court, Schaumburg, IL 60193-1899
(Phone) 847.923.4430 (Fax) 847.923.4474

The following instructions are presented to help you in preparing your application for development review. In preparing the application for development review, the applicant should consult the Village's Comprehensive Plan, Zoning Ordinance, and Subdivision and Land Development Ordinance to ensure conformity with intent and compliance with all regulatory requirements. These can all be found on the Village's website "www.villageofschaumburg.com". Questions regarding these documents or any comments contained therein should be directed to the Community Development Department.

In those instances where a rezoning, special use, and/or variation are *not* required, the development review process involves a 2-phase procedure which requires Staff review of the application, followed by Village Board review and approval.

In those instances where a rezoning, special use, and/or variation *is* required, the development review process involves a 3-phase procedure which requires Staff review of the application, followed by a Zoning Board of Appeals public hearing and recommendation, and ultimately Village Board review and approval. Procedurally, the site plan review process where a rezoning, special use, and/or variation are required involves the following:

1. Preapplication meeting.

Although this first step is optional, it is highly recommended the applicant schedule a meeting with the Community Development Department to discuss the feasibility of the proposal and to become familiar with Village requirements and procedures.

2. Submittal of application.

See attached checklist for submittal requirements.

3. Staff review.

Upon receipt of the complete application, plans, supporting documentation and applicable fee(s), the proposal will be scheduled for review by the Village Project Review Group (PRG), an interdepartmental reviewing body coordinated by the Community Development Department, consisting of staff from all applicable Village departments. Applicants will be invited to meet with the Project Review Group. After this meeting, written comments will be sent to the applicant. Additional PRG meetings may be required before a proposal can proceed for Board approval. Once final revisions have been made and the appropriate number of *folded* plans have been submitted, a public hearing before the appropriate public Board will be scheduled. A Project Review Group Report will be prepared and forwarded to the Applicant, Property Owner and appropriate public Board.

4. Zoning Board of Appeals if required.

For cases requiring a hearing before the Zoning Board of Appeals, the Project Review Group will prepare a report describing the development plan; including any special conditions as deemed necessary. At a scheduled public hearing, the Zoning Board of Appeals will conduct a public review of the application. All persons desiring to express an opinion regarding the application will be given an opportunity to be heard. Upon the conclusion of its review, the Zoning Board of Appeals will submit a recommendation to the Village Board to grant, deny, wholly or in part, or

modify the application. The Zoning Board of Appeals may recommend such special conditions in the approval of the application as it deems necessary to ensure conformity with the intent of all established Village policies and ordinances.

5. Village Board action.

All petitions for development review must be reviewed by the Village Board.

Upon receipt of the recommendation from the Project Review Group, the Zoning Board of Appeals will then make a recommendation to the Village Board to approve, deny, wholly or in part, or require such special conditions in the approval of the application to ensure conformity with the intent of all established Village policies and ordinances. An *Acknowledgement of Terms and Conditions of Proposed Ordinance* will be prepared and provided to the owner of the subject property for review and execution, signifying acceptance of the terms and conditions. The Community Development Department will then prepare an enabling ordinance authorizing the development plan, including any special conditions as deemed necessary. Said ordinance(s) will then be forwarded to the Village Board who, acting upon the majority vote of its entire membership, may adopt the ordinance authorizing the development plan. After the enabling ordinance has been adopted by the Village Board, a copy of the signed ordinance will be sent to the Applicant.

For cases requiring only a hearing before the Village Board, the Project Review Group will prepare a report describing the development plan; including any special conditions as deemed necessary. Upon receipt of the recommendation from the Project Review Group, the Village Board will then grant, deny, wholly or in part, or modify the application as it determines appropriate. The Village Board may require such special conditions in the approval of the application as it may deem necessary to ensure conformity with the intent of all established Village policies and ordinances.

The Community Development Department will then prepare an enabling ordinance authorizing the development plan, including any special conditions as deemed necessary. The enabling ordinance and an *Acknowledgement of Terms and Conditions of the Proposed Ordinance* will be provided to the Applicant for review and execution, signifying acceptance of the terms and conditions. Said ordinance(s) will be considered by the Village Board who, acting upon the majority vote of its entire membership, may adopt the ordinance authorizing the development plan. After the enabling ordinance has been adopted by the Village Board, a copy of the signed ordinance will be sent to the Applicant.

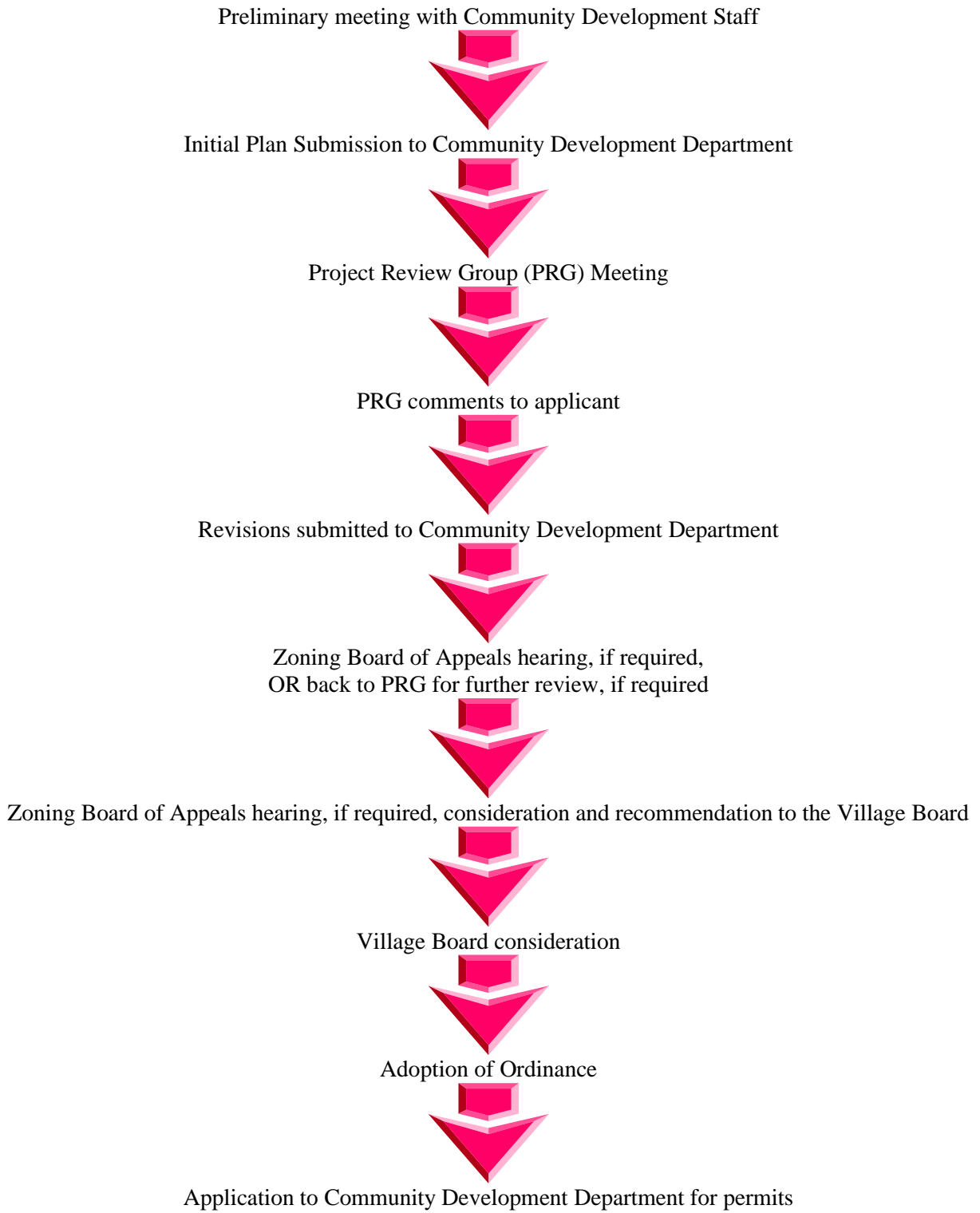
6. Permits.

After the Village Board grants approval, you may apply to the Community Development Department for the necessary permits. Please note; the Community Development Department will *not* accept any plans for permit review until Village Board determination.

*No site work may commence until a Land Development Permit is obtained from the Community Development Department, a Letter of Credit or Subdivision Bond is posted with the Village and a fee is paid in accordance with Title 3, Chapter 41 - Village Fee Schedule of the Municipal Code.
No construction work may commence until the appropriate permits are obtained from the Community Development Department.*

Please note: The recommendations and technical assistance provided by Village staff during the course of the review process is purely advisory in nature. The authority to approve or deny an application lies solely with the Village Board. Failure to supply the required information or consult with the Community Development Department may result in unnecessary delays.

VILLAGE OF SCHAUMBURG DEVELOPMENT REVIEW PROCESS





SUBMISSION REQUIREMENTS – DEVELOPMENT REVIEW APPLICATION

All required items, including all plans, shall be FOLDED with a standard engineer’s fold not to exceed 8 1/2" by 14" in area and shall prominently indicate the following basic information:

1. The name and address of the proposed project _____
2. The name of the preparer _____
3. The date of preparation and any subsequent revisions _____
4. If applicable, a scale of one (1) inch to forty (40) feet or larger _____
5. A north arrow _____

UNFOLDED PLANS WILL BE RETURNED TO THE APPLICANT.

REQUIREMENTS

1. Original, fully executed *Application for Development Review* _____
2. Applicable zoning fee(s), payable to the Village of Schaumburg _____
3. Required plans (see chart below)
 - a. Cover Sheet _____
 - b. Site Plan _____
 - c. Engineering Plans _____
 - d. Plat of Survey, including legible legal description of property _____
 - e. Landscape Plan _____
 - f. Tree Survey and Preservation Plan _____
 - g. Building Elevations _____
 - h. Building Floor Plans _____
 - i. Signage Program _____
4. Flash drive with plans and associated documents saved as a single pdf file no larger than 10,000 mb, and the legal description saved as a word document _____
5. One copy of a document indicating proof or ownership, intent to buy/lease, or executed lease _____
6. One copy of a parking and/or traffic study (if determined necessary by the Transportation Department) _____
7. If in a multiple-tenant building, provide a list of all current tenants and vacant space within the shopping center/office building. Include the gross floor area of each unit. _____
8. Business narrative describing business operations _____
9. Other information or data as may be determined necessary by the Community Development Department to complete the evaluation of the application _____

Project Type	Number of Copies for PRG Review	Number of Copies for Board Review
<ul style="list-style-type: none"> • Projects with new construction • Site Plan approval/amendment • Special Uses • Non-residential variations • Non-residential plat with variations 	<ul style="list-style-type: none"> • 1 set of scaled plans, including color elevation no larger than 24" x 36" • 1 reduced plans – including color elevation no smaller than 11" x 17" • Material sample board • 1 Traffic study (if necessary) • 1 Business narrative • Flash drive with all plans saved as a <u>single pdf file</u> • Electronic Submittal 	<ul style="list-style-type: none"> • 1 set of scaled plans, including color elevation – no larger than 24" x 36" • 11 reduced plans, including color elevation – no smaller than 11" x 17" • 1 traffic study (if necessary) • Flash drive with all plans saved as a <u>single pdf file</u> • 1 legal description of all affected parcels saved as word document • One copy of a letter responding to comments from PRG letter

In addition to the aforementioned basic information, each required item must include the following information:

1. Cover Sheet.
 - a. Location Map: Indicate the specific location of the site as it relates to the Village.
 - b. Name and Address of Project
 - c. Table of Contents
2. Site plan. (Zoning Code 154.46)
 - a. The character of the area immediately contiguous to the site to a minimum distance of 150 feet, indicating all existing structures, parking lots and drives, roadways and rights-of-way, sidewalks, and bicycle paths.
 - b. Boundary lines, dimensions and area (square footage and acres) of the site.
 - c. The location and dimensions of all existing and proposed structures, parking lots and drives, roadways and rights-of way, sidewalks, refuse enclosures, compactor enclosures, retaining walls, bicycle paths, bicycle racks, ground signs, fences, light standards, free standing transformers and electrical equipment, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
 - d. The following information shall be reflected in the site data box:
 - i. The location and dimensions of all required setbacks (bufferyards, building and parking setbacks).
 - ii. The gross and net floor area calculations as specified in the Village's Zoning Ordinance.
 - iii. Required and provided vehicle parking calculations as specified in the Village's Zoning Ordinance.
 - iv. Required and provided bicycle parking calculations as specified in the Village's Zoning Ordinance.
 - v. Size of the property in square feet and acreage.
 - vi. Allowed and proposed lot coverage calculations, indicating the building footprint area, paved area and landscaped area.
 - vii. Floor Area Ratio (FAR) calculations.
 - viii. Location of the tenant space in relation to a multi-tenant building.
 - e. Design details, including color, material and dimensions, and elevations of all proposed ground signs, refuse disposal areas, bicycle racks, fences, retaining walls, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
3. Preliminary engineering plan. (Subdivision and Land Development Code Chapter 151)
 - a. The seal of a registered professional engineer.
 - b. The location and dimensions of all existing and proposed structures, parking lots, driveways and driveway aprons, roadways and rights-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, retaining walls, freestanding transformers and electrical equipment, outdoor recreational facilities, curbs and gutters, parking lot lighting and such other features as determined appropriate by the Community Development Department.
 - c. The character of the area immediately contiguous to the site to a minimum distance of 100 feet, indicating all existing structures, parking lots and drives, roadways and rights-of-way, sidewalks, bicycle paths, and utility lines and easements.
 - d. The location and dimension of all proposed roadway improvements immediately contiguous to the site.
 - e. Dimensioned cross-sections of all proposed pavement areas, including the identification of construction materials.
 - f. Finished floor elevations of all existing and proposed buildings.
 - g. The proposed grading plan, including existing and proposed contours, at one foot intervals, of all proposed berms, detention basins and/or retention basins of the site and surrounding areas to a minimum of 50 feet.
 - h. Illustrate storm water management areas, outfalls, and high water elevations in accordance with the Cook County Watershed Management Ordinance. Provide preliminary storm water detention calculations in MWRD format.

- i. A Watershed Management Permit will be required if the disturbed area exceeds 0.5 acres, or exterior sanitary sewer or grease trap construction is proposed. Refer to www.mwrdd.org for further details regarding the Watershed Management Ordinance.
 - j. If applicable, the extent of any existing flood plain as indicated on a FEMA Flood Insurance Map or other such maps as specified in the Village's Floodplain Ordinance.
 - k. The proposed utility plan, including location, size, and rim and invert elevations of all proposed sanitary sewer, storm sewer and water lines, including the existing and/or proposed main lines into which said services are to interconnect.
 - l. The location of all existing and proposed fire hydrants, and fire department connections.
 - m. The location and dimensions of all existing and proposed easements for ingress and egress, public use and utilities (access, cable television, electric, gas, sanitary sewer, storm sewer, telephone, watermain, etc.), including a statement of their general purpose.
 - n. A photometrics plan, including details of poles, fixtures and foundations.
4. Landscape plan. (Zoning Code 154.136)
- a. All projects which require submission of a landscape plan shall submit a plan prepared by a registered landscape architect who is licensed in a state containing plant hardiness zones which match that of Schaumburg, IL as defined by the United States Department of Agriculture, unless approved by the community development director or authorized designee. All landscape plan sheets submitted shall be sealed and signed by the landscape architect.
 - b. The location and dimensions of all existing and proposed structures, parking lot lighting, parking lots and drives, roadways and rights-of-way, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, retaining walls, freestanding transformers and electrical equipment, drainage structures, fire hydrants and Fire Department connections, tot lots and other recreational facilities, and other freestanding structural features as determined necessary by the Community Development Department.
 - c. A plant list including the plant name (both scientific and common names), quantity, size, and root ball condition (e.g. balled and burlapped, or potted) of all proposed landscape materials.
 - d. The location and contours, at one foot intervals, of all proposed berming, detention basins, retaining walls, and/or retention basins.
 - e. The designation, location, size and type (both scientific and common names) of all existing and proposed plant material on the site.
 - f. Specification of the type and boundaries of all proposed ground covers.
 - g. Elevations of all fences, bridges, retaining walls (including cross-sections, top of wall and bottom of wall elevations of retaining walls), or other similar details proposed for location on the site.
 - h. Elevations, cross-sections and other details as determined necessary by the Community Development Department.
 - i. Bufferyards. Illustrate the location of the bufferyards by showing their width and length.
 - j. Planting details and notes.
 - k. Details, notes and specifications on any decorative paving areas.
 - l. A Landscape Data Box that includes the following:
 - i. The total area in square feet of the lot or tract to be developed.
 - ii. The percentage of green space required and provided.
 - iii. The square feet and percentage of landscape area between the building(s) and any public or private street.
 - iv. The total number of trees required and provided including their type; either shade, evergreen or ornamental.
 - v. The total number of shrubs required and provided including their type; either evergreen or deciduous.
 - vi. The required bufferyards including the size of the bufferyard and the quantity of required and provided trees and shrubs.
5. Tree survey and preservation plan (may be allowed as part of the Landscape plan). (Zoning Code 154.135)

- a. The location, quantity, size, species (both scientific and common names), and condition of all existing deciduous trees on the site having a diameter of four inches or greater or a multi-branch tree with an aggregate diameter of eight inches or greater as measured at diameter breast height (54) inches above the established ground level, all evergreen trees measuring five vertical feet or more in height, and all trees located within fifteen feet of the lot line on adjacent parcels.
 - b. Designation of all existing trees and other plant materials located on the site which will be preserved.
 - c. The location of tree preservation fencing.
 - d. The proposed methodology for preserving existing trees and other plant materials.
 - e. A detail including the size, height, location and specifications of proposed tree preservation fencing.
6. Building elevations.
- a. Must include scaled dimensions including overall building height, proposed exterior building construction material types and colors.
 - b. Indicate all significant architectural features of the exterior of the building including wall treatment and fenestration.
 - c. Illustrate all proposed rooftop building transformers and other mechanical equipment and their relationship to parapet screening.
 - d. Design details and elevations of all proposed rooftop mechanical equipment screening devices.
 - e. One color rendering of all building elevations without landscaping.
 - f. Material sample board.
 - g. Cut sheets for exterior wall mounted light fixtures.
 - h. Scaled dimensions and design details of dumpster enclosure, other free standing enclosure, structure, or permanent utility screening.
7. Building plans.
- a. Floor plan illustrating all existing and proposed interior and exterior walls, and the location and dimensions of all rooms.
 - b. Floor plans for restaurants must include tables and chairs.
 - c. Designate each room use including the location of sprinkler room.
 - d. Water service for domestic and fire use shall be split outside the building.
 - e. Electrical panels rated 600 amps or greater require a 2 hour rated room or closet, the door shall swing out.
 - f. In buildings over 4 stories in height, an interior emergency generator is required and shall be located within a 2-hour rated room. Refer to VOS Electrical Code Sec. 152.49.
 - g. All projects shall meet ADA requirements.
 - h. For Building Permit Review:
 - i. Provide details for all required accessible elements and egress.
 - ii. Provide title page with complete Code and Building Analysis including but not limited to:
 1. Building: type, use, height and area calculations.
 2. Seal and signature of design professional in responsible charge.
 3. Fire suppression / detection systems identified.
 4. Means of egress calculations.
 5. Occupancy and occupancy loads.
 6. Codes identified and noted.
 7. Energy Calculations. (COM Check required)
 8. Structural loads identified.
 9. Interior finishes schedule.
 10. Ventilation schedule.
 11. Any hazardous systems or materials identified.
 12. Provide details for all accessible locations and elements.
 13. Provide M.E.P. drawings with construction sets.
 - i. Other items that will require separate permits:

- i. Signs.
 - ii. Trailers. (including construction trailers).
 - iii. Fences. (including construction fencing).
 - iv. Flag poles.
 - v. Sprinklers and Fire Alarms
 - vi. Temporary electrical service.
 - vii. Dumpster enclosures.
 - viii. Antennas.
8. Signage program. (Sign Code Chapter 155)
- a. The location, size and design of all existing and proposed ground signs, indicating materials, colors, letter styles, and illumination.
 - b. Wall façade dimensions.
 - c. The location, size and design of all proposed wall signs, indicating placement on the building elevations, materials, colors, letter styles, and illumination.
 - d. Sign program for multi-tenant commercial, office or industrial sites, indicating placement on the building elevation, colors, size, design, letter styles, and illumination.
 - e. The location, size and design of any additional signs including but not limited to menu boards and directional signs proposed for the development, indicating materials, colors, letter style, and illumination.
 - f. One color rendering or photograph of the proposed sign(s).
9. Plat of Survey.
- a. The name, signature, and seal of the Registered Land Surveyor who prepared the plat.
 - b. The legal description of the site.
 - c. Boundary lines, dimensions, lot number and area of the site.
 - d. The location and dimensions of all existing structures, parking lots and drives, sidewalks, bicycle paths, ground signs, refuse disposal areas, bicycle parking areas, fences, freestanding transformers and electrical equipment, outdoor recreational facilities, light poles and other freestanding structural features as determined appropriate by the Community Development Department.
 - e. The name, location and width of all immediately adjacent streets, bicycle paths, sidewalks, and rights-of-way.
 - f. The location and dimensions of all required building setbacks.
 - g. The location and dimensions of all existing easements, including a statement of their general purpose.
 - h. Municipal, township, county and/or section lines accurately tied to the site by distance and angles.
 - i. Indication of all radii, internal angles, points and curvatures, tangent bearings, and length of arcs.
 - j. All measurements, dimensions, data, monuments, angular and linear dimensions, and certificates must be in accordance with the Illinois Revised Statutes, Chapter 109 PLATS.
10. Proof of Ownership.
- a. Indication of proof of ownership or intent to purchase or lease the site or building.
 - b. The name and signature of the owner, purchaser or lessee of the site or building, including the date of execution.
11. Traffic Impact Study.
- a. Study limits and existing conditions.
 - b. Description of proposal and projected site trip generation.
 - c. Projected peak hour trip distribution and traffic assignments.
 - d. Parking data from other locations similar in size and use.
 - e. Capacity analysis.
 - f. Proposed on-site circulation and access improvements.
 - g. Proposed off-site roadway improvements.

- h. Summary of findings and recommendations.
12. Parking Study.
- a. Study limits and existing conditions.
 - b. Existing parking utilization counts during peak hours.
 - c. Summary of findings and recommendations.
13. Refuse Disposal and Recycling Plan.
- a. An elevation view and plan view of any proposed freestanding structures.
 - b. The number and size of all dumpsters to be used on-site.
 - c. The number and size of all garbage cans to be used on-site.
 - d. The number of units (apartments, stores, etc.) to be served per container.
 - e. A detailed description of the disposal area(s) and surface finish.
 - f. Responsibility for collection, disposal and maintenance.
 - g. Method used by disposal company for emptying large containers (front end, rear end loading, other).
 - h. Method and timing of pickup/collection of materials.
14. Agreements including but not limited to Cross Access, Shared Parking, covenants, restrictions, and easements.



The Village of Schaumburg Zoning Ordinance specifies certain notification procedures for applications where a rezoning, Special Use and/or variation are required. Specifically, such procedures include:

1. Publication of a legal notice in a newspaper of general circulation in the Village;
2. Notification of all property owners within 150 feet of the perimeter boundaries of the subject property; and,
3. Posting of a sign on the subject property.

NEWSPAPER LEGAL NOTICE:

The Schaumburg Community Development Department will publish a legal notice in a newspaper of general circulation in the Village not more than 30 days or less than 15 days prior to the scheduled Zoning Board of Appeals public hearing. The applicant should be sure the application has been accurately completed when submitted to the Community Development Department since it will be used to prepare the legal notice. A faulty legal notice will invalidate the hearing and necessitate its rescheduling at a later date.

WRITTEN NOTIFICATION TO SURROUNDING PROPERTY OWNERS:

An applicant requesting approval of a rezoning, Special Use and/or variation **must provide written notification by certified mail, return receipt requested** to all property owners located within 150 feet of the subject property, as measured from the exterior edges of the property. Only property owners of record must be notified, including homeowner’s associations when common property falls within the required 150-foot limit. THE COMMUNITY DEVELOPMENT DEPARTMENT WILL PROVIDE THE APPLICANT WITH A COMPLETED WRITTEN NOTIFICATION LETTER WHICH MUST BE SIGNED AND MAILED AS DESCRIBED HEREIN.

Written notification of the scheduled public hearing must be sent not more than 30 days or less than 15 days prior to the Zoning Board of Appeals public hearing. One copy of the notice must be filed with the Community Development Department. All return receipts (either green cards or copies of electronic receipts) as well as a list of the property owners receiving notification must be submitted to the Community Development Department no later than **5:00 p.m. on the Friday** prior to the scheduled public hearing. Failure to notify surrounding property owners will necessitate rescheduling of the public hearing until a later date. The names and addresses of property owners of record must be obtained in person from:

Schaumburg Township Assessor’s Office
One Illinois Boulevard
Hoffman Estates, IL 60194
(847) 884-0030

Palatine Township Assessor’s Office
721 S. Quentin Road
Palatine, IL 60067
(847) 358-6700

Hanover Township Assessor’s Office
250 S. Route 59
Bartlett, IL 60103
(630) 837-0301

If necessary, the Community Development Department will determine in which township the subject property is located.

POSTING OF SIGN:

A sign must be posted on the subject property for which approval of a rezoning, Special Use and/or variation is requested informing the general public of the upcoming Zoning Board of Appeals public hearing.

The Community Development Department will provide and install the public hearing notification sign(s) not less than 15 days prior to the scheduled public hearing and will arrange to have said sign(s) removed within 10 days following the last scheduled Zoning Board of Appeals public hearing. Policing of the public hearing notification sign(s) is the responsibility of the Applicant. The Applicant shall notify the Village if signs are removed or destroyed for whatever reason, including those removed or destroyed by acts of vandalism or inclement weather conditions during the required period of posting. The Village will arrange to replace or repair the signs within 48 hours of notification by the applicant.

All costs associated with public hearing notification signs, including repair and replacement, are to be paid by the applicant.

CONTINUANCE:

If an applicant requesting approval of rezoning, Special Use and/or variation fails to meet the notification requirements, including but not limited to written notification, sign posting, or is absent at the meeting, they may be charged a fee for Continuation of the hearing.



The following fees, established by the Village Board, must be paid as determined below prior to the assignment of a hearing date. No date will be assigned until the appropriate fee(s) have been paid in full.

ALL FEES ARE TO BE COLLECTED CUMULATIVELY

DEVELOPMENT REVIEW FEES <i>(as of 1/31/2023)</i>	
Condominium Conversion	\$3,115
Olde Schaumburg Architectural Review	
Major	\$1,600
Minor	\$895
Miscellaneous	\$465
Plat - Preliminary	
<10 acres	\$1,398
10-49.99 acres	\$4,440
50+ acres	\$6,510
Plat - Final (Plus Recording Fee)	
<10 acres	\$965
10-49.99 acres	\$1,248
50+ acres	\$1,723
Planned Unit Development (PUD)	
Site Plan Approval	\$3,500 plus \$240 per acre
Site Plan Amendment	\$250
Special Use Amendment	\$1,680
Administrative Amendment	\$40
Site Plan Approval	
Amendment - Building/Site Expansion	\$1,908
New Building <20,000 square feet	\$2,878
New Building >20,000 square feet	\$3,167
Special Use Approval / Amendment - Commercial	\$603
Variations	
Non Single Family	\$438
Sign	\$485
Public Notification Sign (1 sign per right of way)	\$85
Reviews requiring outside consultant assistance will be billed directly at the outside consultant time.	



Development impact fees shall be assessed for all new development, including building expansions, as follows unless otherwise negotiated as part of an annexation agreement.

FEE	NON-RESIDENTIAL
Police and Fire Fund	\$0.10 per square foot
Cultural Center Fund	Not Applicable
School District	Not Applicable
Schaumburg Park District	Not Applicable
Spring Valley Nature Sanctuary	Not Applicable
On-site Traffic Improvements	100% paid by developer
Adjacent Site Traffic Improvements	Proportional share paid by developer
Traffic Impact Fee	As contained in the current year Traffic Impact Fee Schedule