



**VILLAGE OF ITASCA
COMMUNITY DEVELOPMENT
DEPARTMENT**

550 W. Irving Park Road Itasca, IL 60143
E: commdev@itasca.com | P: 630-773-5568

**PETITION FOR
DEVELOPMENT REVIEW
APPLICATION PACKET**



Petition for Development Review

Village of Itasca

Community Development Department
550 W. Irving Park Rd., Itasca, IL 60143
Staff Contact: Mo Khan, Village Planner
mkhan@itasca.com | 630-228-5631

Dear Petitioner(s):

The Petition for Development Review Packet is provided to offer you guidance as you go through the Village of Itasca's Development Review Process. The Development Review Process though complex is meant to be an efficient process that aims to have you obtain the proper approval in the quickest manner possible.

Requests that require the submittal of a Petition for Development Review and/or a Public Hearing include but not is not limited to requests for Re-Zoning/ Map Amendments, Text Amendments, Variances, Special Use Permits, Planned Developments, Plat of Subdivisions, Pre-/ Annexations, and Site Plan Approvals.

These requests will require you to attend to present your petition to the Plan Commission and the Village Board. The process for which this occurs is outlined in this packet.

Prior to submission of your Petition for Development Review you are required to schedule and attend a Pre-Submittal Meeting with Village Staff. Village Staff will determine what request(s) will be needed and provide you with a detailed submittal checklist of all documents and fees that must be submitted as part of your petition.

Pre-Submittal Meetings generally take between one to two hours are meant to provide you with detailed information relevant to your request, such as submittal requirements, potential meeting dates, and any background information that may be relevant to the petition.

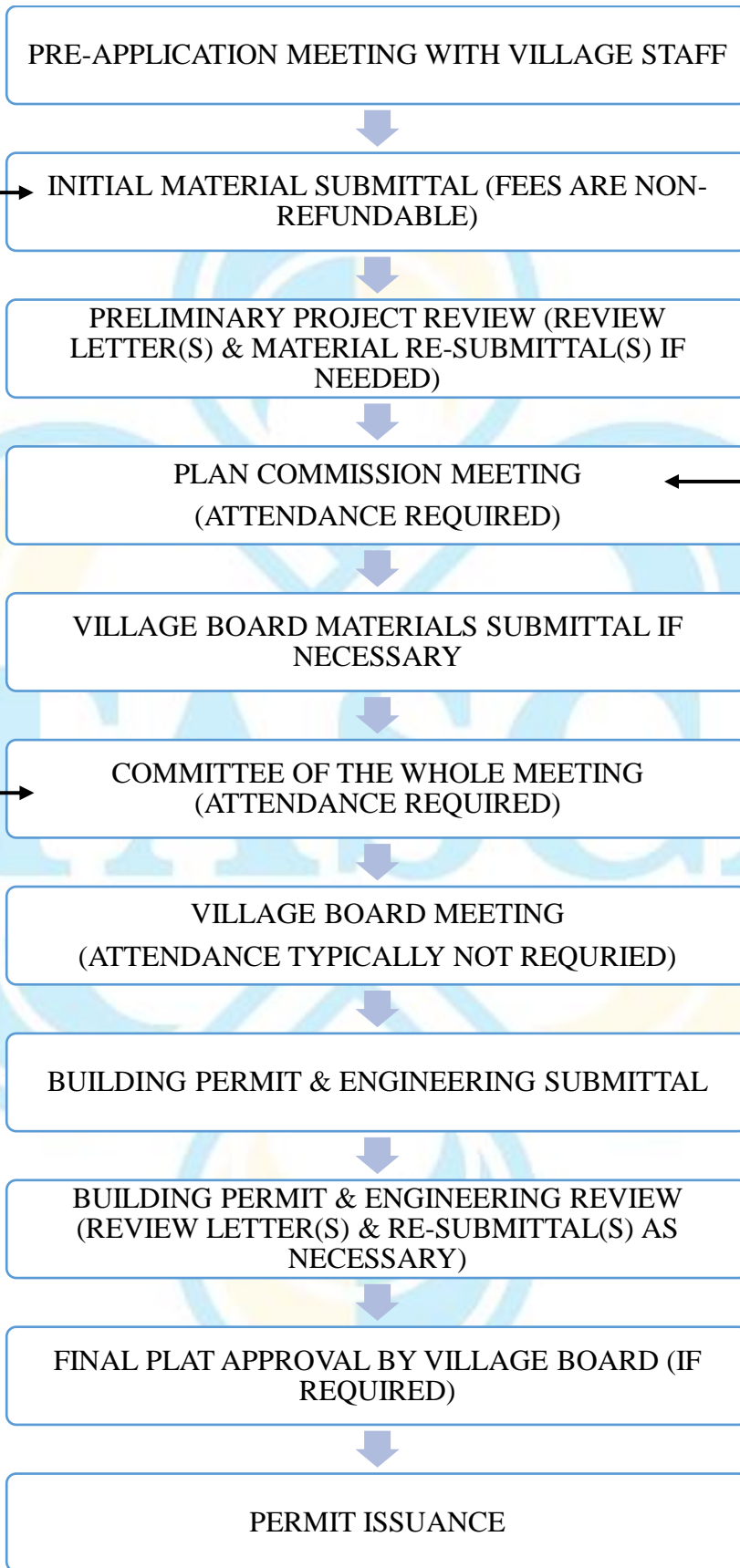
Meetings can be scheduled by contacting Mo Khan, Village Planner, at mkhan@itasca.com or (630) 228-5631.

Sincerely,

Vijay Gadde

Vijay Gadde, AICP
Community Development Director

ITASCA DEVELOPMENT REVIEW PROCESS OVERVIEW*



Applications are due approximately one month before the Plan Commission Regular Meeting. Please review the attached Meeting Schedule and Application Deadline information.

The Plan Commission meets on the third Wednesday of each month at 7:00pm in the Village Board room on the second floor of Village Hall at 550 W. Irving Park Rd.

The Committee of the Whole meets on the second and fourth Tuesday of the month at 7:00pm in the Village Board room on the second floor of Village Hall at 550 W. Irving Park Rd.

**This overview is intended to serve as a guideline. Depending on the nature and complexity of the requests, additional submittals, documentation, meetings, and/or review cycles may be necessary.*

DEVELOPMENT REVIEW PROCESS STEPS

There are a number of lengthy and involved steps in the development review process in order to ensure that all requirements are completely satisfied. Depending on the complexity of the request, approximately 60-90 days may pass between the time of application and the time that the Village Board renders a decision. Timeframes are for illustrative purposes only in order to provide an estimate; actual time may vary depending on project type, responsiveness of the applicant, and completeness of the submittal materials.

1. **Pre-Application Meeting with Village Staff:** Community Development staff will meet with the petitioner to discuss the proposed project, application procedure and deadlines, and go over the required public meetings. Please contact Mo Khan, Village Planner, at mkhan@itasca.com or (630) 228-5631.
2. **Initial Material Submittal:** Once the petitioner has compiled all of the required documents from the checklist, they submit them to staff for preliminary project review. The materials are to be submitted in accordance with the attached schedule on page 3.
3. **Preliminary Project Review/Comments to Petitioner / Revised Material Submittal:** Following the initial submittal, staff will review the materials and verify that all information is complete and in order. It is the responsibility of the petitioner to correct any irregularities and respond to any inquiries as indicated by staff in the preliminary review and return the required materials in a timely manner. Staff reserves the right to remove the request from the Plan Commission agenda if a revised material submittal is not received in time to allow for an additional review cycle.
4. **Plan Commission Regular Meeting (Public Hearing):** Once application materials have been satisfactorily reviewed by staff, the requests are placed on the Plan Commission agenda for discussion and/or a public hearing. The Commission will hear testimony from the applicant related to the petition, give the public an opportunity to speak, and make a recommendation which is forwarded to the Village Board for consideration. The Commission reserves the right to table or continue a discussion to a future meeting date.

The Plan Commission convenes on the third Wednesday of every month at 7:00pm at Village Hall. Applicant attendance required.

5. **Village Board Committee of the Whole Material Submittal:** Staff will confirm the petitioner's availability for the next scheduled meeting and advise whether additional copies of the application materials are necessary.
6. **Village Board Committee of the Whole:** Once the Plan Commission has given their recommendation on a project, the petitioner is scheduled to present their request to the Village Board at a Committee of the Whole meeting. The Village Board is the final decision making authority charged with voting on all development review petitions.

The Committee of the Whole meets on the 2nd and 4th Tuesday of each month at 7:00pm at Village Hall. Applicant attendance required.

7. **Village Board Regular (Voting) Meeting:** Ordinarily, once the Committee of the Whole has discussed the request, the item is scheduled for the next available Regular (Voting) Meeting of the Village Board. Attendance is not typically required.

BUILDING PERMIT & ENGINEERING REVIEW PROCEDURE SUMMARY

1. **Building Permit and Engineering Submittal:** Following Village Board approval, the petitioner may apply for building and engineering permits through the Community Development Department. Please contact (630)773-5568 with questions about permitting. *Only full submittals will be accepted.*

The applicant is required to address all Village Board mandated conditions as set forth by ordinance prior to submitting building and engineering permits. *Failure to submit plans which are not in substantial compliance with Village Board approved plans and ordinances will significantly delay the project and may require additional public meetings.* It is the responsibility of the applicant to ensure that all site plans, construction plans, architectural drawings, etc., match each other throughout the process.

2. **Building Permit and Engineering Review:** Engineering and Building permit review may take up to 20 business days. For some projects, it is not uncommon to go through several review cycles. *Stormwater Management must be addressed for most projects unless otherwise determined by Village Staff.*
3. **Final Plat Approval (If Necessary):** The Village utilizes a two-step approval process for plats of subdivision. **Preliminary plats** of subdivision are considered during the Development Review process detailed above. Following building and engineering permit submittal, staff will advise the applicant of any changes that are necessary in order for the plat to comply with all engineering requirements. Once the plat has been satisfactorily reviewed by staff, the Final Plat will be scheduled to go before the Committee of the Whole. *Applicant attendance required.*

Note: Individual lots in a subdivision cannot be sold and the plat cannot be recorded until the review process is complete, engineer's estimate is approved, letter of credit/bond is in place, and the final plat is approved by the village board.

4. **Permit Issuance:** Once the plans have been reviewed by village staff and found to satisfactorily meet all of the applicable standards, then permits will be issued and construction can begin.



Village of Itasca
Community Development Department

550 W. Irving Park Road, Itasca, IL 60143
PHONE: 630-773-5568 | FAX: 630-773-0852
www.itasca.com

2023 Planning Commission
Regular Meeting Schedule and Application Deadlines

The Plan Commission meets on the Third Wednesday of each month at 7:00 PM. Meetings take place in the Board room located on the second floor of Village Hall, 550 W. Irving Park Road, Itasca, IL 60143. The 2023 Meeting Schedule is noted below along with the deadlines for submittal.

Meeting Date	Submittal Date
January 18, 2023	December 9, 2022
February 15, 2023	January 6, 2023
March 15, 2023	February 3, 2023
April 19, 2023	March 10, 2023
May 17, 2023	April 7, 2023
June 21, 2023	May 5, 2023
July 19, 2023	June 9, 2023
August 16, 2023	July 7, 2023
September 20, 2023	August 11, 2023
October 18, 2023	September 8, 2023
November 15, 2023	October 6, 2023
December 20, 2023	November 10, 2023
January 17, 2024	December 8, 2023

Requests that require review and/or a public hearing include but are not limited to: rezoning, variances, special use permits, planned developments, plat of subdivision, annexation when accompanied by a request to rezone, and site plan approval in most zoning districts.

Recommendations of the Plan Commission are forwarded to the Village Board for final consideration and attendance at additional meetings may be required. Please contact the Community Development Department at 630-773-5568 for other requirements or to schedule a pre-application meeting.

DEVELOPMENT REVIEW FILING FEE SCHEDULE

(ALL FEES ARE NON-REFUNDABLE)

ANNEXATION*

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500 + \$25/acre
Non-Residential	\$500 + \$25/acre

**When an annexation is approved, the following additional fees shall apply:*

Residential (Single Lot)	\$100 per acre/part
Residential (Multiple Lots)	\$1,000 per acre/part
Non-Residential	\$1,000 per acre/part

APPEALS

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500
Non-Residential	\$500

CLASS I SITE PLAN REVIEW

As required per Sec. 14.13-2-a	\$500
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PLANNED DEVELOPMENT

25 acres or less	\$250
Between 26 and 50 acres	\$400
Over 51 acres	\$600

PLATS – SUBDIVISION, CONSOLIDATION, DEDICATION, ETC.

5 Acres or less	\$500
Over 5 Acres	\$100 per acre

RE-ZONING / MAP AMENDMENT

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$500
Non-Residential	\$500

SPECIAL USE

Residential	\$250
Nonresidential	\$500

VARIATION

Residential (Single Lot)	\$150
Residential (Multiple Lots)	\$300 + \$25 each additional variance
Non-Residential	\$500 + \$25 each additional variance

To the above fees, add expenses for engineering, planning, legal, recording and other applicable fees or services. The above fees are also cumulative in cases of multiple requests (e.g., the request for subdivision and special use).

DEVELOPMENT REVIEW MATERIALS CHECKLIST

Any application filed with the Village of Itasca for consideration by the Plan Commission shall contain, at a minimum, each of the items set forth herein, as they are pertinent to the application. Except as may be necessary to comply with the minimum requirements of the law, Staff reserves the right to modify, amend, or delete any application requirement as necessary.

ALL PLANS MUST BE TO SCALE. DOCUMENTS MUST BE *INDIVIDUALLY* FOLDED WITH THE TITLE BLOCK FACING OUT. NO PARTIAL SUBMITTALS OR ROLLED PLANS WILL BE ACCEPTED. APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL ITEMS ARE RECEIVED.

<input type="checkbox"/>	<input type="checkbox"/>	Completed Petition Form
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Project Narrative – Detailed explanation of the Scope of Work and Summary of all Requests
<input type="checkbox"/>	<input type="checkbox"/>	Response to Variance Standards of Approval and/or Findings of Facts (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	Response to Special Use Standards of Approval and/or Findings of Facts (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	Response to Re-Zoning/ Map Amendment Standards of Approval and/or Findings of Facts (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	Response to Planned Development Standards of Approval and/or Findings of Facts (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	Response to Site Plan Review Standards of Approval and/or Findings of Facts (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	Response to Text Amendment Review Questionnaire (included as part of Project Narrative)
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Plat of Survey
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Plat of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Plat of Annexation
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Preliminary Engineering Plans
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Proposed Site Plan
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Architectural Renderings, showing elevations, floor plans, landscaping/foundation screening, topographical features, etc.
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Landscaping Plan, showing existing and proposed landscaping
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Site & Building Signage Plan
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Traffic Impact Study, if determined necessary by Village Staff
<input type="checkbox"/>	<input type="checkbox"/>	3 Copies of Economic Impact Study, if determined necessary by Village Staff
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Ownership - Copies of recorded deeds are available through the DuPage County Recorder’s Office, http://dupageco.org/recorder . If owned by a corporation or partnership, the applicant(s) must disclose owners with an interest of 10% or greater. When applicant is not owner, a copy of a contract, option, or similar is required.
<input type="checkbox"/>	<input type="checkbox"/>	Non-Refundable Filing Fee in the Amount of : \$
<input type="checkbox"/>	<input type="checkbox"/>	Reimbursement of Fees Agreement (Page X)
<input type="checkbox"/>	<input type="checkbox"/>	Electronic Copy of all Document Submittals in PDF Format
		Additional Documents as Determined Necessary by Village Staff
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

PLAT AND SITE PLAN SUBMITTAL REQUIREMENTS

- A. All required items, including all plans, should prominently indicate:
1. The name of the proposed project.
 2. The name of the preparer.
 3. The date of preparation and of any subsequent revisions.
 4. For site plans and plats, the standard engineers scale of one inch (1") to twenty feet (20') or larger must be used unless another scale is authorized by Staff.
 5. For plans and plats, a north-point. For architectural elevations, a directional bearing- i.e. "west elevation" rather than "left elevation"
 6. Boundary lines, dimensions, lot number(s) and area of the site.
 7. Site plans must show the location, dimensions, and striping of parking lots, stalls, and drive aisles, parking stall count, and designation of handicapped accessible stalls, and directional signage.
 8. Site plans must show sidewalks, bike paths, ground signage, utility and mechanical equipment, refuse disposal containers/enclosures, recreational facilities, light poles, loading facilities, stormwater detention areas, known floodplains, fire hydrants, water lines, utilities, easements, snow storage, fences and other all features.
- B. Plats of survey shall contain:
1. The name, signature and seal of the Registered Land Surveyor who prepared the plat.
 2. The legal description of the site.
 3. The PIN number of the property.
 4. Boundary lines, dimensions, lot number(s) and area of the site.
 5. The locations and dimensions of all existing structures, parking lots and drives, sidewalks, etc.
 6. The names, locations, and widths of all immediately adjacent streets and rights-of-way.
 7. The locations and dimensions of all required building setbacks.
 8. The locations, dimensions, and purpose of all existing easements.
 9. Municipal, Township, and/or County section lines accurately tied to the site by distances and angles.
 10. Accurate descriptions of all true angles and distances to the nearest established street lines and/or official monuments.
 11. Indication of all radii, internal angles, points of curvature, tangents, bearings, and lengths of all arcs or curves.
 12. All measurements, dimensions data, monuments, angular and linear dimensions, and certificates must comply with standards specified in Chapter 765 of the Illinois Compiled Statutes.

STANDARDS OF APPROVAL & FINDING OF FACTS

Variation

A Zoning Variation (or Variance) can be requested to provide relief from the strict application of the Zoning Ordinance. A Public Hearing is required for all Zoning Variation requests that must be first heard by the Plan Commission and then ultimately voted for approval or denial by the Village Board. A Zoning Variation is requested on the basis that the property owner is facing unique practical difficulties or particular hardships from the strict applications of the regulations and requirements found in the Zoning Ordinance.

Standards of Approval (Sec. 14.09-3)

The President and Board of Trustees shall not vary the provisions of this Ordinance as authorized in this Section unless the Zoning Board of Appeals shall have made findings based upon the evidence presented to it in the following specific cases:

1. That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located;
2. That the plight of the owner is due to unique circumstances, and
3. That the variation, if granted, will not alter the essential character of the locality.

For the purpose of supplementing the above standards, the Zoning Board of Appeals shall also, in making this determination whether there are particular difficulties or particular hardships, take into consideration the extent to the following facts favorable to the applicant, have been established by the evidence:

1. That the particular physical surroundings, shape or topographical conditions of the specific property involved would bring a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;
2. That the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning classification;
3. That the purpose of the variation is not based exclusively upon a desire to make more money from the property, or merely for the convenience of the owner;
4. That the alleged difficulty or hardship has not been created by any person presently having an interest in the property;
5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located; or
6. That the proposed variation will not impair an adequate supply of light on adjacent property or substantially increase the danger of fire or otherwise endanger the public safety or substantially diminish or impair property values within the neighborhood.

Re-Zoning / Map Amendment

A Re-Zoning or Map Amendment is a request from a property owner to change the zoning of their property from one zoning designation to another. A Public Hearing is required for all Re-Zoning requests that must be first heard by the Plan Commission and then ultimately voted for approval or denial by the Village Board. A Re-Zoning is typically requested when the current

zoning does not provide for the development of the property to be sound and consistent with the adjacent properties and the plans adopted by the Village.

Findings of Fact (Sec. 14.10-6)

The Plan Commission shall make written findings of fact and shall submit same together with its recommendation to the Village Board within sixty (60) days following the date of concluding the public hearing on each application, unless said application is withdrawn or tabled by the petitioner. Where the purpose and effect of the proposed amendment is to change the zoning classification of a particular property, the Plan Commission shall make findings based upon the evidence presented to it in each specific case with respect to the following:

1. Compatibility with surrounding land uses and the general area;
 2. The zoning classification of property within the general area of the property in question;
 3. The suitability of the subject property to the uses permitted under the existing zoning classification;
 4. The trend of development, if any, in the general area of the subject property including recent changes, if any, which have taken place in its zoning classification; and
 5. The relationship of the existing zoning classification to the official comprehensive plan of Itasca, adopted October 18, 1977 and as amended. The plan commission shall not recommend the adoption of a proposed amendment unless it finds that the adoption of such amendment is in the public interest and is not solely for the interest of the applicant; and that either the proposed amendment will correct an existing error or that changing conditions make the proposed amendment necessary.
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Special Use

A Special Use is a use with unique characteristics that cannot be properly classified or permitted by right within a particular district or districts without consideration, in each case, of the impact of those uses upon neighboring lands and upon the public need for the particular use at the particular location. A Public Hearing is required for all Special Use requests that must be first heard by the Plan Commission and then ultimately voted for approval or denial by the Village Board.

Standards of Approval (Sec. 14.11-4)

No Special Use shall be granted by the President and Board of Trustees unless the Special Use:

1. Is deemed necessary for the public convenience at the location;
2. Is so designated, located and proposed to be operated such that the public health, safety and welfare will be protected;
3. Will not cause substantial injury to the value of other property in the neighborhood in which it is located; and has been recommended by the plan commission and approved by the president and the board of trustees, and conforms, except in the case of a planned development, to the applicable regulations of the district in which it is located.

Findings of Fact (Sec. 14.11-7)

The Plan Commission shall make written findings of fact and shall submit same together with its recommendations to the Village Board within sixty (60) days following the date of concluding the public hearing on each application, unless said application is withdrawn or tabled by the petitioner.

The Plan Commission shall make findings based upon the evidence presented to it in each specific case with respect to the following:

1. The approval of such Special Use is in the public interest and is not solely for the interest of the applicant; and
 2. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community; and
 3. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals or general welfare of person residing or working in the vicinity or injurious to property values or improvements in the vicinity; and
 4. That the proposed use will comply with the regulations and conditions specified in this Ordinance for such use, and with the stipulations and conditions made a part of the authorization granted by the Village Board of Trustees.
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Planned Developments

A Planned Development is required for unique developments and/or uses that have a general impact on the neighboring properties and the community as a whole. These impacts may include but are not limited to public services (police, fire/ambulance, utility, water/sewer, and other public infrastructures), economic impacts, traffic, and environmental.

Standards of Approval (Sec. 14.12-7)

No planned development shall be authorized unless the Plan Commission shall find and recommend, in addition to those standards established herein for Special Uses, that the following standards shall be met:

1. The uses permitted by such exceptions as may be requested or recommended are necessary or desirable and appropriate to the purpose of the development.
2. The uses permitted in such development are not of such nature or so located as to exercise an undue detrimental influence or effect upon the surrounding neighborhood.
3. That any industrial park areas established in the planned development conform to all requirements therefore, as set forth elsewhere in this Ordinance.
4. That all minimum requirements pertaining to commercial, residential, institutional, or other uses established in the planned development shall be subject to the requirements for each individual classification as established elsewhere in this Ordinance, except as may be specifically varied in the Ordinance granting and establishing a planned development use.
5. When private streets and common driveways are made a part of the planned development or private common open space recreational facilities are provided, the applicant shall submit, as part of the application, the method and arrangement whereby these private facilities shall be operated and maintained. Such arrangements for operating and maintaining private facilities shall be subject to the approval of the Village Board.

6. That any bulk exceptions shall be solely for the purpose of promoting an integrated site plan more beneficial to the residents or occupants of such development as well as neighboring property, that would be obtained under the bulk regulations of this Ordinance for building developed on separate zoning lots.
 7. Architectural Consistency. The architectural style and features established for an approved planned development shall be maintained throughout the entire project unless otherwise recommended by the Plan Commission and approved by the Village Board.
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Class I Site Plan Review

A Site Plan Review is required for the development of vacant land, redevelopment of improved land, and Special Uses that may have a general impact on the neighboring properties and the community as a whole. A Class I Site Plan Review ensures that proposed developments and uses are in conformance with the Comprehensive Plan and the provisions of adopted Village Ordinances.

Standards of Approval (Sec. 14.13-7)

In reviewing and evaluating Class I site plans, the Plan Commission, Village Board, and Zoning Administrator shall consider those factors listed below which it determines to be applicable to a given plan. These standards are guidelines to enable new development, redevelopment and major alterations to further the Village's long term goals. Variations from these standards may be allowed by the Village Board.

1. The application shall comply with the provisions of this ordinance and other ordinances of the Village and of any other applicable laws.
2. The plan shall be in a reasonable conformity with the Comprehensive Plan.
3. Site and Building Design: Adequate provision shall be made to ensure that the proposed development shall be integrated with and enhance the character of the streetscape, the surrounding context and the neighborhood in terms of scale, massing, site layout and site and building design, including:
 - a. Relationships of Buildings to Site:
 - i. The site should be planned to achieve a desirable transition to the street, with buildings and landscaping fronting on and reinforcing the streetscape to the greatest extent practicable, and encouraging safe pedestrian movement.
 - ii. Parking, loading, storage and service areas, utility structures and machinery should not be visible from public ways and surrounding areas. Shared parking lot access shall be promoted where practical. Substantial and immediately effective perimeter screening and interior lot landscaping should be provided to break up large expanses of asphalt with plant and other landscape materials.
 - iii. Without restricting the permissible limits of the applicable zoning district, the height, massing and scale of each building should be integrated with its

site, the existing terrain, surrounding landscape and existing (or anticipated) adjoining buildings.

- b. Building Design:
 - i. Proposed buildings and structures should be encouraged to generally enhance or relate to the surrounding buildings and local context, or in any case, not have an adverse impact on these. The scale, proportions, massing, articulation and design features of structures should enhance the continuity of the streetscape, emphasize the human scale and integrate with the surrounding landscape.
 - ii. Entrances should be articulated. Long, uninterrupted wall or roof planes should be avoided and signs, lighting, utilities and services should be integrated with the building design.
 - iii. Building materials should be of durable quality, suitable for the building type and design and related to surrounding buildings and the local context.
 - c. Signs: All signage shall be in strict accordance with the Village of Itasca Municipal Code and shall conform with the following:
 - i. Every sign should be designed as an integral architectural element of the building and site to which it principally relates.
 - ii. The colors, material and illumination of every sign should be compatible and harmonious with the building and site to which it principally relates.
 - iii. Each sign should be compatible with signs on adjoining premises and should not compete for attention.
 - iv. Signs and other site graphics should be minimized in size and number to promote their effectiveness. Such signs and site graphics should be integrated with architectural and landscape features.
 - d. Lighting:
 - i. Exterior lighting should be part of the architectural concept. Fixtures, standards and exposed accessories should be integrated with the building design.
 - ii. Adequate provision should be made to avoid glare of vehicular and stationary lights that would affect the established character of the neighborhood, and to the extent such lights will be visible across any property line, the performance standards for illumination shall be met.
4. Open Space and Landscaping:
- a. Maximize retention of open space and preserve scenic views from publicly accessible locations.
 - b. Configure open space to be usable, functional and appropriate to the development proposed. Address the functional aspects of landscaping such as drainage control, erosion prevention, screening, provision of shade and reduction of glare, energy

conservation, windbreaks, as well as the enhancement of architectural and site features.

- c. Minimize tree, vegetation and soil removal. Existing mature trees of five (5) inches or more in diameter, measured on the trunk three (3) feet from grade and shrubs shall be maintained to the greatest extent practicable; if evidence supports removal of these, indicate the specific procedure, types and sizes for replacement.
 - d. Landscape design should provide an aesthetically pleasing design, create a logical transition to adjoining development, screen incompatible uses, screen unsightly activities from public view and break up large expanses of asphalt with plant materials. Plant materials shall be selected so as to withstand Itasca's climatic conditions and the specific constraints imposed by adjacent functions.
5. Access and Circulation:
- a. Streets, sidewalks and bike paths should, insofar as reasonably practicable, provide access and good traffic circulation to and from adjacent lands, existing streets and sidewalks.
 - b. Adequate access roads or entrance or exit drives should be provided and should be designed and improved so as to prevent traffic hazards or problems, to minimize traffic congestion in public streets and to encourage pedestrian access.
 - c. Design should ensure that the vehicular circulation elements of the proposed development will not create hazards to the safety of vehicular or pedestrian traffic on and off the site, disjointed vehicular or pedestrian circulation paths on or off the site, or undue interference and inconvenience to vehicular and pedestrian travel.
 - d. Any building or structure should be reasonably accessible to fire, police, emergency and service vehicles. When deemed necessary for access, emergency vehicle easements shall be provided. The access for fire, police and emergency vehicles shall be unobstructed at all times.
6. Public Services and Utilities: Provision shall be made to ensure that development will be served by essential public facilities and services such as highways, streets, parking spaces, police and fire protection, schools, drainage, structures, refuse disposal, water, sewer, and electricity. Impact on these services should be as minimal as practicable.
7. Environmental Considerations:
- a. Adequate provision should be made to minimize the impact on existing or developing wetlands, steep slopes, flood plains and hilltops.
 - b. The obstruction of natural watercourses shall be discouraged.
 - c. The development should incorporate measures that are adequate to prevent pollution of surface or groundwater, to minimize erosion and sedimentation, and to prevent changes in groundwater levels, increased rates of runoff, and minimize potential for flooding.
 - d. Drainage should be designed so that groundwater recharge is maximized, and at the project boundaries the rate of runoff shall not be increased.

- e. Adequate provision shall be made for the collection and disposition of all on and off-site storm water and natural water, including but not limited to, on-site drainage retention facilities.
 - f. Adequate provision shall be made to control the slippage, shifting, erosion, accretion and subsidence of soil, as well as the slipping and shifting of buildings and structures.
 - g. Adequate provision shall be made to clean, control and otherwise alleviate contamination or environmental hazards on land when the site is in an area found by the Zoning Administrator to be contaminated by a toxic substance or otherwise to contain environmental hazards which are detrimental to the public health, safety and welfare.
8. Preservation: Adequate provision should be made to preserve unique architectural, cultural, environmental and historical resources. Development designs and treatments that respect such desirable resources on adjacent properties are also encouraged.
9. Downtown Design Guidelines: All developments located in the Traditional Downtown area (B-4, B-5 and B-6 zoning districts) shall be compatible with the Downtown Design Guidelines, as defined in Section 3.02 Definitions. Site plans should also be forwarded to the Downtown Itasca Advisory Committee (DIAC) and the Historic Preservation Commission for review and comment prior to Plan Commission recommendation.
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ITASCA



PUBLIC LEGAL NOTICE REQUIREMENTS

Per Illinois State Law and Village of Itasca Municipal & Zoning Ordinance certain requests must publish Legal Notices in a local newspaper and mail Legal Notices to adjacent property owners prior to the Public Hearing being held by the Plan Commission.

Public Legal Notices are required for the following type of requests:

1. Variations
2. Special Uses
3. Planned Developments
4. Map Amendments / Re-Zonings
5. Ordinance Text Amendments

The Public Legal Notice requirements are:

1. Publication of the Legal Notice in a local newspaper at least 15-days prior to the Public Hearing but not more than 30 days prior to.
2. Mailing of the Legal Notice to all property owners within a 250-foot radius of the subject property by Certified Mail at least 15-days prior to the Public Hearing but not more than 30 days prior to.
3. Posting of a Public Hearing Sign that is easily legible from the public roadway and sidewalk.

Village Staff will assist you in the process of completing the Public Legal Notice requirements.



Petition for Development Review

Village of Itasca

Community Development Department
 550 W. Irving Park Rd., Itasca, IL 60143
 Staff Contact: Mo Khan, Village Planner
mkhan@itasca.com | 630-228-5631

<i>For Office Use Only</i>		
Case # PC	Project Title:	
Fee Amount:	Date Paid:	Check #:
Plan Commission Hearing Date:		

Request (Check/Highlight All Applicable)

- | | | |
|---|--|--|
| <input type="checkbox"/> Re-Zoning/ Map Amendment | <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Pre-/Annexation |
| <input type="checkbox"/> Planned Development | <input type="checkbox"/> Class I Site Plan | <input type="checkbox"/> Special Use |
| <input type="checkbox"/> Plat of Subdivision | <input type="checkbox"/> Variation | <input type="checkbox"/> Appeal |
| <input type="checkbox"/> Easement Dedication/Vacation | | |

Property Information	
Property Address(es):	
P.I.N. Numbers:	
Existing Use:	
Zoning:	Lot Size (in Sq. Ft.):
Project Description:	
Property Owner Information	
Owner's Name(s) ¹ :	
Address:	
Phone:	E-Mail:
Petitioner Information (if different from Owner)	
Petitioner's Name(s):	
Address:	
Phone:	E-Mail:

¹If the property is held in a trust, a letter naming all beneficiaries of the trust must be submitted as part of the application. Letter must be signed by authorized agent and notarized.

Petition for Development Review – Village of Itasca

With the submittal of this application, I hereby request that the Village of Itasca grant the approvals as noted for the subject property as described in the attached documents and specifications. In addition, by signing below, I certify the following:

1. All information contained in this application and accompanying documents is true and correct to the best of my knowledge.
2. I am solely responsible for compliance with the provisions of the Village of Itasca Municipal Code, Zoning Ordinance, Development Standards and Specifications, Subdivision Regulations, and any other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of the matters coming before the Plan Commission and Village Board.
3. I permit entrance to the subject property by Village officials and their consulting staff as necessary for the purpose of inspections related to this request.
4. I acknowledge that as the Applicant, I am solely responsible for compliance with the provisions of the Village of Itasca Municipal Code, Zoning Ordinance, Development Standards and Specifications, Subdivision Regulations, and other ordinances, as well as the provisions, laws, and regulations of any other entity having jurisdiction over any facet of the matters coming before the Plan Commission and Village Board.
5. I acknowledge that all application fees are non-refundable and that I will be billed for all third-party fees incurred by the Village as part of the review of this application and accompanying documents.

Owner's/ Owner's Agent Printed Name: _____

Owner's/ Owner's Agent Signature: _____

Subscribed and Sworn to Before Me

This _____ Day Of _____, 20 _____

Seal Here

Notary Public

Petitioner's Printed Name: _____

Petitioner's Signature: _____

Subscribed and Sworn to Before Me

This _____ Day Of _____, 20 _____

Seal Here

Notary Public
