



VILLAGE OF ORLAND PARK, DEVELOPMENT SERVICES DEPARTMENT

DEVELOPMENT APPLICATION AND INFORMATION

This package implements the provisions of Title 5 of the Village's Land Development Code. It contains the necessary informational material and application forms to assist petitioners in the development review and approval process.

Please read this entire package, and note that meeting full submittal requirements on time is critical to an efficient review schedule by the Village.

This package can be downloaded from the internet at www.orlandpark.org.

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For questions, contact the Development Services Department:
Phone: (708)403-5300
Email: developmentservices@orlandpark.org
Address: 14700 Ravinia Avenue, Orland Park, IL 60462

PLAN REVIEW & APPROVAL PROCESS

<p><i>The 10 step Plan Review process offers simultaneous review and approval of other petitions where these apply, including:</i></p> <p><u>Public Hearing Required:</u></p> <ul style="list-style-type: none"> • Annexation • Rezoning • Variance • Minor Zoning Variance • Special Use <p><u>May Require Public Hearing:</u></p> <ul style="list-style-type: none"> • Site Plan • Subdivision 	STEPS IN REVIEW PROCESS	
	1	Concept meeting(s) with staff from Planning, Building, Engineering & Public Works Department
	2	Submittal of Completed Petition and required materials; Planning Department Review
	3	Preliminary Engineering Approval
	4	Public Hearing, Plan Commission/Zoning Board of Appeals Review & Approval (reference pages 13&14)
	5	Planning & Economic Development Committee Review & Approval
	6	Board of Trustees Review & Approval
	7	Final Engineering Approval and submittal of Letter of Credit
	8	Final Landscape Plan Review
	9	Board of Trustees approval of Landscape Plan (on consent agenda unless plan is substantially different from preliminary Board approval)
10	Development / Annexation Agreement & Ordinance, and Recording of Plat	

2017-2018 Meeting Schedules

Village of Orland Park, Development Services Department

PC: Plan Commission Meeting

OL: Open Lands Fund Commission

CR: Community Relations Committee

C/B: Committee/Board of Trustees

Z: Zoning Board of Appeals

H: Holiday

Deadline for Public Hearing Notice to be issued by the Planning Division for the Plan Commission meeting is 21 days prior to meeting.

February 2017						
S	M	T	W	T	F	S
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5	6 B	7	8	9	10	11
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May 2017						
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August 2017						
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November 2017						
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March 2017						
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June 2017						
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September 2017						
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December 2017						
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31						

April 2017						
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July 2017						
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October 2017						
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8	9	10 PC CR Z	11	12	13	14
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January 2018						
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21	22	23 PC	24	25	26	27
28	29	30	31			

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SUBMITTAL REQUIREMENTS FOR PLAN REVIEW AND APPROVAL

STEPS IN REVIEW PROCESS		SUBMITTAL REQUIREMENTS	Submittal Information
1	Concept meeting(s) with staff from Planning, Building, Engineering & Public Works	Conceptual Site Plan Existing Topography Aerials or other drawings showing location and adjacent conditions Stormwater Management concepts	<i>Materials are for discussion only and do not need to be submitted</i>
2 & 3	Submittal of Completed Petition Form and required materials for Planning Division Review, and Preliminary Engineering Review Submit to: Development Services Department, Planning Division	Completed Petition Form	<i>See page 16</i>
		Disclosure of Ownership Information: Original, sealed ALTA Plat of Survey, including legal description. Copy of any covenants, conditions, or restrictions concerning type of improvements, setbacks, area or height requirements, occupancy or use limitations, etc., placed on the property and now of record. Receipted copy of the most recent property tax bill, or evidence of payment (i.e. copy of bill and canceled check, etc.). Copy of the title insurance policy. For Special Use, Variance, Minor Zoning Variance or Rezoning: Written response to applicable standards. (standards are attached) If property is: <i>Owned by Petitioner –</i> Copy of the latest recorded deed. <i>Rented or Leased by Petitioner –</i> Letter of authorization from the owner. <i>Owned by a Trust –</i> Certified copy of the trust agreement, a list of beneficiaries, and a letter of authorization from the trust officer. If the petitioner is a contract purchaser: Copy of the contract, and a letter of authorization from the owner (seller).	
		Fee Payment	<i>See page 6</i>
		Preliminary Site Plan (refer to page 7)	PDF File & 17 copies folded
		Building Elevations (except single family residential)	PDF File & 17 copies folded
		Retail Center layout map, if applicable	PDF File & 2 copies folded
		Traffic Study. <i>If applicable</i> (refer to page 7)	2 copies , see page 7 for requirements
		Endangered Species Consultation Action Report, <i>if applicable</i> , to be filed with the Illinois Department of Natural Resources, and approval received.	1 copy
		Archaeological survey if Federal funds are being used for the project or if the project requires a State permit.	1 copy

SUBMITTAL REQUIREMENTS FOR PLAN REVIEW AND APPROVAL

	<p>Submittal of Completed Petition Form and required materials for Planning Division Review, and Preliminary Engineering Review</p> <p>Submit to: Development Services Department, Planning Division (Continued)</p>	<p>Preliminary Engineering Plan to Include:</p> <p>Preliminary Site Plan with Location Map Existing Topography with overland flow routes Preliminary Detention Calculations (.5 acre foot storage/acre of development – Use Bulletin 70 Rainfall Data) Identify On-Site Wetlands, Floodplain and Depression Storage Areas Proposed Grading Plan Existing Tree Survey (See LDC Section 6-305.1 for Details)</p> <p><i>* Note: An MWRD Permit for stormwater detention is required for any development over 5 acres in size.</i></p> <p><i>Refer to pages 9-10 for submittal requirements.</i></p>	<p>3 copies of all materials that apply.</p> <p>Drawings do not need to be folded.</p>
<p>4</p>	<p>Plan Commission or Zoning Appeals Commission Review & Approval</p>	<p>Preliminary Site Plan Building Elevations (except single family residential) <i>Additional materials if needed</i></p> <p>Signed, Notarized Affidavit (Sample attached) to be submitted after project is published.</p>	<p>PDF File & 14 full size copies of site plan and elevations folded</p>
<p>5</p>	<p>Development Services and Planning Committee Review & Approval</p>	<p>Preliminary Site Plan Building Elevations (except single family residential) <i>Additional materials if needed</i></p>	<p>PDF File & 2 full size copies of site plan and elevations, to be submitted after Plan Commission review</p> <p><i>*If larger than 11x17, plans are required: 5 full size copies</i></p>
<p>6</p>	<p>Board of Trustees approval of Preliminary Site Plan</p>	<p>Final Site Plan Building Elevations (except single family residential) <i>Additional materials if needed</i></p>	<p>PDF File & 3 copies of site plan and elevations</p> <p><i>*If larger than 11x17, plans are required: 9 full size copies</i></p>
<p>7</p>	<p>Final Engineering Approval and submittal of Letter of Credit</p>	<p>Site Plan Existing Topography Off Site Tributary Area Wetlands Analysis Floodplain and Floodway Detention Calculations Release Rate Criteria Release Rate Calculations Time of Concentration Orifice Calculations Depression Area Analysis Runoff Calculations Compensatory Storage Cut/Fill Calculations Geometric Plan Utility Plan Lighting Plan Grading Plan Cost Estimate</p>	<p>2 copies of all materials that apply</p>
	<p>8</p> <p>Landscape Plan Review</p>	<p>Final Engineering Approved Grading Plan Landscape Plan Building Elevations, including trash enclosure design Hydro period Analysis for Stormwater Basins</p>	<p>2 copies of all materials that apply. <i>See page 8 for details.</i></p>
		<p>Letter of Credit</p>	<p>1 original & 2 copies</p>

SUBMITTAL REQUIREMENTS FOR PLAN REVIEW AND APPROVAL

9	Development / Annexation Agreement & Ordinance, and Recording of Plat	Original Plat Electronic Submittal of Auto CAD file(s): Final Site Plan, Landscape Plan, and Engineering Plan	1 original & 4 copies folded 1 CAD file/PDF
10	Building, Grading, Signage & Final Occupancy Permits	<p>Contact the Development Services Department at (708-403-5300) for requirements for review and approval.</p> <p>Building permits <u>will not</u> be issued until Development/ Annexation Agreement is signed, Letter of Credit approved, all outstanding fees are paid, and MWRD permits are approved.</p>	

PETITION FEE WORKSHEET

REQUESTED APPROVAL	REQUIRED FEES	FEE RATES (per 11-04-03 Village Board approval)	
SITE PLAN Residential Use NO. OF UNITS PROPOSED Non Residential Use PROPOSED AREA (SQ-FT) FEES REQUIRED		Residential Uses 0-25 units 26-50 units 51-100 units Over 100 units All Non-Residential Uses 0 -10,000 sq-ft 10,001 – 25,000 sq-ft 25,001 – 50,000 sq-ft Over 50,000 sq-ft	\$600.00 \$900.00 \$1,200.00 \$1,500.00 \$600.00 \$900.00 \$1,200.00 \$1,500.00
SUBDIVISION		\$500.00 + \$25.00 Per Lot	
ANNEXATION		0-5 Acres 6-10 Acres 11-25 Acres 26-50 Acres Over 50 Acres	\$750.00 \$900.00 \$1,050.00 \$1,200.00 \$1,350.00
SPECIAL USE (AMENDMENT) REZONING VARIANCE MINOR ZONING VARIANCE		\$500.00 \$500.00 \$500.00 \$125.00 + \$50 Sign Deposit (Optional: petitioner can choose to provide own sign)	
RECORD PLAT OF SUBDIVISION		\$250 plus (+) \$25.00 per lot	
LANDSCAPING REVIEW FEES <i>The petitioner may apply for a reduction in landscape fees for up to \$1,400 if there are no on-site stormwater detention facilities (i.e., bioswales or ponds). Multiple inspections (over two per project) will result in additional charges.</i>		Non-Residential and Mixed Uses 0-5 Acres Over 5 Acres Single-Family Residential Uses 0-5 Acres 5-25 Acres Over 25 Acres Multi-Family Residential Uses 0-5 Acres 5-25 Acres Over 25 Acres	\$2500.00 \$2900.00 \$2000.00 \$3000.00 \$4000.00 \$2500.00 \$3750.00 \$5000.00
TOTAL FEES REQUIRED		<i>The petitioner shall reimburse the Village for all engineering review and attorney fees incurred by the Village and any miscellaneous Village expenses such as recording and copying fees. Additional legal fees may be incurred as determined by the Finance Department.</i>	

SUBMITTAL REQUIREMENTS (Contd.)

THE FOLLOWING REQUIREMENTS MUST BE MET FOR SUBMITTALS TO BE CONSIDERED COMPLETE.

SITE PLAN REQUIREMENTS

ALL PLANS MUST BE FOLDED TO LETTER SIZE. ROLLED PLANS WILL NOT BE ACCEPTED.

Site Plans must be drawn to scale and show the following items in accordance with Village Codes and Standards:

TITLE BLOCK	Development Name, and Name and address of consultant Scale and north arrow Address of site (to include township) Date, with all revision dates, and Sheet Number(s)
DRAWING TITLE	For approval by Plan Commission and Committee, the Site Plan shall be titled: “Preliminary Site Plan” For Final approval by Board, all plans shall be titled: “Final Site Plan”
DATA BOX	Gross area of subject site and Net area (buildable) Area of wetlands, floodway, floodplain, open water Landscaped area Floor area ratio Number of required parking spaces (including handicapped) Number of parking spaces provided (including handicapped) Gross impervious surface area and percentage of site coverage Number of lots and buildings
DRAWINGS must provide at least the following information:	All proposed buildings and existing buildings to remain Property and street right-of-way lines Parking areas marked with stalls Detention or retention areas All buildings within fifty (50) feet of the site boundaries Streets and driveways within one hundred (100) feet of the site boundaries Sidewalks, pedestrian ways and bike paths Location of lighting, including adjacent R.O.W. lighting Location of landscaped areas Location of park land fences or screening Driveways; points of ingress and egress including left-turn lanes Location of signs (existing and proposed) Dimensions of buildings, parking stalls and aisles, street widths, rights-of-way, boundaries, etc. Building elevations – all 4 sides, showing heights and other dimensions, materials and colors Location of utility easements and underground utilities Floor and seating plan for restaurants

TRAFFIC STUDY REQUIREMENTS

A traffic study is required for the following petitions:

1. All commercial buildings over 40,000 square feet
2. All residential developments over 50 units
3. All businesses with drive-through facilities
4. Other developments as deemed necessary by the Planning Department.

At a minimum, the study should include the following:

- Project Information (project name, traffic consultant and client contact information)
- Executive Summary (site location and study area, development description, principal findings, conclusions, recommendations)
- Introduction (purpose of the report, study objectives, assumptions, and methodology)
- Existing Conditions (description of existing vehicular, public transit, bicycle and pedestrian transportation network, traffic counts and levels of service)
- Evaluation and Planning (description of proposed transportation network, anticipated traffic counts and levels of service considering planned roadway improvements, if applicable) This component of the study should include the following: how a connected grid system can be improved including the potential for public streets through or along the site; how the potential for intermodal connections can be improved (i.e., vehicular, bicycle and pedestrian access to Metra Stations and Pace bus routes); and how direct, safe and attractive pedestrian routes to and from the site can be achieved (i.e., should be alongside window / entrance sides of buildings and tree-sheltered). The street grid system and pedestrian / bicycle system for the larger area should be considered when evaluating the site.
- Conclusions (traffic impacts, needed improvements)
- Recommendations (proposed vehicular, public transit, bicycle and pedestrian mitigation and other recommendations)
- Appendices (figures, tables, graphs)

SUBMITTAL REQUIREMENTS (Contd.)

LANDSCAPE PLAN REQUIREMENTS

(Refer to Section 6-305. Landscaping and Bufferyards of the Land Development Code for complete requirements)

The landscape plan package shall include the following sheets as a minimum:

- **Proposed Landscape Plan Sheet(s)**
- **Tree Preservation Plan Sheet(s)**
- **Planting Details & Elevations Sheet(s)**

All drawings shall include:

1. Landscape Architect or designer's name, address, and telephone number
2. Name of development and petitioner
3. North arrow, graphic scale, written scale, plan date and revision dates.

Proposed Landscape Plan Sheet(s) shall include:

1. Final engineering-approved grading plan showing existing and proposed contours, including berms and detention/retention areas
2. Names of streets surrounding the project site
3. All proposed site improvements such as building footprints, parking areas, driveways, sidewalks, detention/retention areas, dumpster locations, utilities, fences/walls, etc. including lot numbers on all subdivision projects
4. Location, quantity, size and type of existing on-site natural vegetation to be retained, if any
5. Location, quantity, size and type of proposed landscaping
6. Proposed and existing utilities and easements
7. Plant schedule with a key, scientific and common names, quantity and size
8. A hydroperiod analysis of the detention/retention areas in a stage vs. time graph that shows the impact of a 2, 5, 10 and 100 year storm

Tree Preservation Plan Sheet(s) shall include:

1. Arborist's name, address, and telephone number
2. Existing trees, shrubs and other significant vegetation, including the specific location, species and size of any tree four inches (4") in caliper or greater based on tree survey completed by an arborist
3. Final engineering-approved grading plan showing existing and proposed contours, including berms and detention/retention areas
4. Tree number corresponding to field-number at the time the survey is completed
5. A detailed listing of the existing trees that includes the tree number, species, size and proposed fate of each tree, whether proposed to be destroyed, relocated, replaced (mitigated) or preserved at their present location

Planting Details and Elevations Sheet(s) shall include:

1. Details describing typical installation of the proposed landscape plan including deciduous trees, evergreen trees, shrubs, perennials, and grasses.
2. Elevation and drawings, including materials selection of any solid screen/structure including walls, fences, pergolas, etc.
3. Elevations and drawings, if necessary, illustrating the detention/retention area plantings.
4. General planting notes
 - a. Material quality and measurement should conform to the most recent edition of the American Standards for Nursery Stock, ANSIZ60 by the American Nursery and Landscape Association.
 - b. All shade/overstory trees shall have a 'central leader'
 - c. The Landscape Architect/designer shall inspect and approve all plant material prior to installation. Any material installed without approval may be rejected.
 - d. The Village may reject any materials that are diseased, deformed, or otherwise not exhibiting superior quality.
 - e. Contractor shall be responsible for providing and installing all materials shown on the plan in accordance with the plan design and materials quantities.
 - f. The Contractor is responsible for protecting underground utilities, sidewalks, and other previously constructed site improvements.
 - g. The Contractor is responsible for protecting all existing vegetation to be preserved.
5. Additional planting notes that describe
 - a. Requirements for soils, amendments and mulching
 - b. Planting time schedule
 - c. Owner compliance with Plant Maintenance Standards

SUBMITTAL REQUIREMENTS (Contd.)

ENGINEERING PLAN REQUIREMENTS

The engineering plan package shall include the following at a minimum:

Preliminary Site Plan with Location Map:

The site plan shall show the proposed layout of the site improvements, calling out the dimensions of property lines, setbacks, roadway widths, building areas, etc. The plan shall be drawn to scale and shall provide a legend to identify all markings and symbols shown on the site plan.

Existing Topography:

The submittal shall include a plat of topography drawn to scale and prepared by a licensed surveyor or professional engineer showing the existing site grading as it exists prior to disturbance by the proposed development. The plat shall identify all buildings, utility structures, drainage structures, roadways, trees, retaining walls, waterbodies etc. so as to accurately depict the existing site grading. Elevations shall be identified by a minimum of one foot interval contour lines. Spot elevations shall be incorporated as necessary to clarify the plat. Contours shall extend beyond the proposed development area a minimum of 20-feet in order to identify any pertinent offsite grading. A local USGS datum benchmark shall be used for the plat. If floodplain is local to the site, a FEMA benchmark is required.

Preliminary Detention Calculations:

Provide documentation in the form of manual calculations and/or software data files and printouts to demonstrate the following requirements are met:

- a. Methodology=Hydrograph method – i.e., TR-20, HEC-1 analysis
- b. Rainfall intensity = Bulletin 70 with Huff Distribution per LDC 6-409.E.18.g
- c. Runoff coefficients shall be 0.95 for impervious surfaces, 0.45 for pervious surfaces and 1.0 for bodies of water, per LDC 6-409.E.8.a
- d. Pond bounce/fluctuation shall be a maximum of 5-feet allowed (difference between Normal and High Water Levels)
- e. Pond release rate = 0.04 cfs per acre for 2-yr., 24-hr. design storm event and = 0.15 cfs per acre for the 100-yr., 24-hr. design storm event.
- f. Quantity amount of detention provided versus amount of detention required per code.
- g. Land restrictions = 4:1 maximum side slopes of ponds and 1-foot of freeboard required between High Water Level and overflow elevation of pond.
- h. Depressional storage existing on site must be included in detention volume provided.
- i. 15-foot flat maintenance area per LDC 6-409.E.18.o.
- j. Show minimum setbacks from high water line.

In absence of the above detailed criteria for the amount of required stormwater detention volume per the Village of Orland Park LDC, preliminary storage volumes may be estimated for at a rate of 0.50 acre-feet of detention volume per acre of site disturbance for the 100-yr. 24-hr. storm event. This methodology is a close approximation of the Final Engineering requirements and is consistent with the Village's allowable release rate and lot coverage. The methodology is applicable to determine the required preliminary detention storage volume for all commercial and residential developments within the Village. The volume determined by this methodology does not account for fill associated with existing depressional, wetland and floodplain/floodway areas. A complete detention storage volume analysis based on a 2-stage restrictor, as well as wetland analysis and/or floodplain/floodway analysis if applicable, will be required during Final Engineering review.

The applicant must also provide an approximately sized area of land to accommodate the required storage volume. The land size should be determined using a maximum bounce of 5-feet, a minimum of 1-foot freeboard and maximum 4:1 side slopes. The size of the detention basin area must also incorporate the required 15-foot flat maintenance area per LDC 6-409.E.18.o. The shape, size and amount of detention storage volume must be accurately depicted on the site plan, and indicate how it is to conform to the proposed grading of the site. Depending on the size and topography of the site, multiple detention basins may be required by the Village of Orland Park.

Identify on-site Wetlands and Floodplain/Floodway:

A drawing and a written description shall illustrate any and all wetlands or floodplain/floodway located on or near the subject site. A wetland delineation shall be prepared by a qualified professional. The preliminary analysis should also note the existence of any depressional areas on the site.

Proposed Utility Plan:

Shall depict the layout of all existing and proposed storm sewer (6-409), sanitary sewer (6-408) and water main (6-410), adhering to the appropriate LDC sections as indicated in parenthesis.

Proposed Grading Plan:

Shall include existing and proposed topography of the subject site prepared in the appropriate datum. Topography shall once again be shown in 1-foot contour intervals and spot grades included as necessary to clearly show the existing and proposed drainage conditions of the site. Approximate building Top of Foundation (T/F) elevations shall be shown to demonstrate at what elevation the proposed buildings are anticipated to be built. Swales and overland flow routes must be sufficiently detailed to indicate the drainage patterns that will occur in the developed condition. Applicant must show the necessary utility and drainage easements on the plan.

Photometric Plan:

Refer to sections 6-302-D or 6-407 of the Land Development Code.

VARIANCE STANDARDS

FOR ALL PETITIONS REQUESTING A **VARIANCE**, THE PETITIONER MUST RESPOND IN WRITING TO ALL OF THE FOLLOWING VARIANCE STANDARDS AND SUBMIT TO THE DEVELOPMENT SERVICES DEPARTMENT.

CITE the relevant sections of the Land Development Code to which the variances are being requested and explain why the variances are needed for your proposal using the following standards as a guide:

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; *(Insert explanation)*
2. That the plight of the owner is due to unique circumstances; *(Insert explanation)*
3. That the variation, if granted, will not alter the essential character of the locality; *(Insert explanation)*
4. That because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out; *(Insert explanation)*
5. That the conditions upon which the petition for a variation is based are unique to the property for which the variance is sought and are not applicable, generally, to other property; *(Insert explanation)*
6. That the alleged difficulty or hardship is caused by these regulations and has not resulted from any act of the applicant or any other person presently having an interest in the property subsequent to the effective date hereof, whether or not in violation of any portion thereof; *(Insert explanation)*
7. 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 otherwise be inconsistent with the Comprehensive Plan, any adopted overlay plan or these regulations; *(Insert explanation)*
8. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the neighborhood; *(Insert explanation)*
9. That the variance granted is the minimum adjustment necessary for the reasonable use of the land; *(Insert explanation)* and
10. That aforesaid circumstances or conditions are such that the strict application of the provisions of this Section would deprive the applicant of any reasonable use of his or her land. Mere loss in value shall not justify a variance; there must be a deprivation of all beneficial use of land. *(Insert explanation)*

SPECIAL USE STANDARDS

FOR ALL PETITIONS REQUESTING A **SPECIAL USE**, THE PETITIONER MUST RESPOND IN WRITING TO ALL OF THE FOLLOWING SPECIAL USE STANDARDS AND SUBMIT TO THE PLANNING DEPARTMENT.

When considering an application for a special use permit, the decision making body shall consider the extent to which the following special use standards are met. If the petitioner requests modifications to sections of the Land Development Code, *CITE* the relevant sections and explain why the modifications are needed using the standards as a guide:

1. The special use will be consistent with the purposes, goals and objectives and standards of the Comprehensive Plan, any adopted overlay plan and these regulations; *(List factors that demonstrate how your proposal meets this standard.)*
2. The special use will be consistent with the community character of the immediate vicinity of the parcel for development; *(List factors that demonstrate how your proposal meets this standard.)*
3. The design of the proposed use will minimize adverse effect, including visual impacts on adjacent properties; *(List factors that demonstrate how your proposal meets this standard.)*
4. The proposed use will not have an adverse effect on the value of the adjacent property; *(Insert explanation. If necessary, the petitioner should be prepared to offer expert testimony that the proposed project will have no adverse impact on surrounding properties.)*
5. The applicant has demonstrated that public facilities and services, including but not limited to roadways, park facilities, police and fire protection, hospital and medical services, drainage systems, refuse disposal, water and sewers, and schools will be capable of serving the special use at an adequate level of service; *(Insert explanation)*
6. The applicant has made adequate legal provision to guarantee the provision and development of any open space and other improvements associated with the proposed development; *(Insert explanation)*
7. The development will not adversely affect a known archaeological, historical or cultural resource;
8. The proposed use will comply with all additional standards imposed on it by the particular provision of these regulations authorizing such use and by all other requirements of the ordinances of the Village.

It is the responsibility of the petitioner to prove that these standards will be met.

REZONING EVALUATION FACTORS

FOR ALL PETITIONS REQUESTING **REZONING**, THE PETITIONER MUST ADDRESS IN WRITING THE FOLLOWING FACTORS AND SUBMIT TO THE PLANNING DIVISION OF THE DEVELOPMENT SERVICES DEPARTMENT.

When evaluating an application for rezoning, the decision making body may consider:

1. The existing uses and zoning of nearby property;
2. The extent to which property values are diminished by a particular zoning classification or restriction;
3. The extent to which the destruction of property value of a complaining property owner promotes the health, safety, morals, or general welfare of the public;
4. The relative gain to the public as opposed to the hardship imposed on a complaining property owner;
5. The suitability of the subject property for its zone purposes;
6. The length of time the property has been vacant as zoned, considered in the context of land development in the area;
7. The care with which the community has undertaken to plan its land use development; and
8. The evidence, or lack of evidence, of community need for the use proposed.

FEES BY AGREEMENT FOR 2015

**VILLAGE OF ORLAND PARK
Fees by Agreement
Effective January 1, 2015**

	Detached Single Family					Attached Single Family-Townhomes				Condos/Apts.		
	2 BR	3 BR	4 BR	Aver. 3/4	5 BR	2 BR	3 BR	Aver. 2/3	4 BR	1 BR	2 BR	3 BR
Corporate Services	400	400	400	400	400	400	400	400	400	400	400	400
Transportation Exaction	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Park & Recreation Cash	1,271	1,826	2,371	2,099	2,375	1,254	1,507	1,380	1,981	1,108	1,206	1,923
Park & Recreation Cash in Lieu of Land	1,902	2,733	3,549	3,141	3,554	1,876	2,255	2,066	2,965	1,657	1,805	2,878
Elem./Jr. High for All Districts	546	1,643	2,546	2,094	1,860	417	848	633	1,445	9	389	1,092
High School	71	654	1,280	967	1,067	135	210	172	615	4	164	420
Library	125	125	125	125	125	125	125	125	125	125	125	125
Total for Residential	\$ 5,815	\$ 8,882	\$ 11,771	\$ 10,326	\$ 10,881	\$ 5,707	\$ 6,845	\$ 6,276	\$ 9,032	\$ 4,803	\$ 5,588	\$ 8,338

Market Value is updated January 1 of each year by 5% per the Land Development Code.

Water Connection Fees	Tap Size	Tap Fee	Meter Size	Meter Fee
	3/4"	\$363	3/4"	\$3,537
	1"	\$590	1"	\$5,109
	1 1/2"	\$658	1 1/2"	\$10,218
	2"	\$1,406	2"	\$16,348
	3"	\$4,083	3"	\$32,697
	4"	\$8,701	4"	\$51,089
	6"	\$25,274		
	8" or over	\$53,861		

Market Value remains at \$134,689 per Ordinance 4574.

PUBLIC NOTIFICATION REQUIREMENTS

NOTICE IN NEWSPAPERS

The Development Services Department shall publish a copy of the notice in one (1) or more newspapers with general circulation in the counties in which the Village of Orland Park and contiguous unincorporated territory are located. **(VILLAGE'S RESPONSIBILITY)**

NOTIFICATION TO PROPERTY OWNERS (certified letters to adjacent property owners)

The Land Development Code requires that the petitioner notifies the owners of record of all adjacent properties within 300 feet by certified mail, giving them a description of the proposed development. These letters (see sample below) along with a copy of the public hearing must be mailed at least 15 days, but no more than 30 days prior to the public hearing. Letter recipients should be advised to call the Development Services Department, at 708-403-5300 to confirm the date of the Public Hearing in the event the case is continued. **(PETITIONER'S RESPONSIBILITY)**

VIA CERTIFIED MAIL

RETURN RECEIPT REQUESTED

Name

Address

City, State Zip

P.I.N:

NOTICE OF PUBLIC HEARING

Please be advised that (owner's name) , the property owner, recently filed a **Petition(s) for** (list of petition(s) applied for) with the Village of Orland Park's Office of Development Services. The Petition requests this action be granted for the parcel to allow (description of project applied for) to be located at (address of location) , Orland Park, IL.

This Notice is to inform you that a **Public Hearing on the Petitions for** (list type of petition(s) applied for) have been set before the Plan Commission of the Village of Orland Park on (date) at (time) p.m. The Public Hearing will be held at the **Orland Park Village Hall, 14700 South Ravinia Avenue, Orland Park, IL**, if you wish to attend.

If you have any questions or wish to discuss this matter, you may call the undersigned or you may contact the Village's Office of Development Services at (708) 403-5300.

Dated: (date)

Very truly yours,

PUBLIC NOTIFICATION REQUIREMENTS (Contd.)

SIGN

It is the petitioner's/applicant's responsibility to post a Public Hearing Notice sign. (**PETITIONER'S RESPONSIBILITY**)

The Village's Land Development Code, Section 5-101.G.2.b.3, states:

- It is the petitioner's/applicant's responsibility to post a weatherproof sign(s) at least three (3) feet by four (4) feet (or 44 inches by 34 inches) in front surface area, the bottom of which shall be mounted at least four (4) feet above the ground, and to have at least one (1) sign in the most visible location to the general public such as along a primary roadway.
- Such sign(s) shall be posted on private property and shall remain until the conclusion of the public hearing.
- Failure to comply with the provisions of this Subsection shall not render the public hearing invalid, provided that a good faith effort was made to comply.
- The petitioner must remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposal.
- The sign must display wording that at a minimum notifies the public about the public hearing for the procedure which has triggered the public hearing. It must include the date, time, place and the contact information of the Development Service Department.
- Arial or Arial Narrow shall be the font in which the public hearing signs are printed. The notice, Date and time of the sign must be no less than 3.5 inches in height and the remaining information on the sign no less than 2.5 inches in height.



MINOR ZONING VARIANCE SIGN

Sign can be provided to the petitioner with a \$50 deposit. This is only for minor zoning variances that will be reviewed by the Zoning Board of Appeals.

NOTARIZED AFFIDAVIT

The petitioner is required to submit a notarized affidavit to staff prior to or at the Plan Commission meeting confirming that all requirements listed above have been fulfilled. The petitioner must also retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action on the proposal (101.G.b.2). See Section 5-101.G of the Land Development Code for complete requirements. Sample affidavit is provided on page 16. (**PETITIONER'S RESPONSIBILITY**)

A Notarized Affidavit – Complete if Public Hearing is Required

For

Project Name _____

The requirements (below) have been completed and a public hearing is requested before the Plan Commission of the Village of Orland Park, Illinois.

Submittal has been made for the approval of _____, pursuant to the provisions of the Land Development Code of the Village of Orland Park, with respect to the real estate located at _____.

_____ (the petitioner/representative) has completed the application for the project and for a public hearing and also has met the following requirements:

A. Certified letters with return receipt requested have been sent to all property owners within 300 feet of said property upon which development is proposed. Letters were postmarked _____ (at least 15 days prior to the date of the public hearing). (date)

B. Weatherproof sign(s) at least two (2) by three (3) feet in front surface area, the bottom of which is mounted at least four (4) feet above the ground, have been posted on every roadway frontage of the parcel proposed for development on _____ (date). Such sign(s) will remain in place until the conclusion of the public hearing. Failure to comply with the provisions of the Subsection shall not render the public hearing invalid, provided that a good faith effort was made to comply.

_____ (the petitioner/representative) will remove the public hearing notice sign(s) no later than thirty (30) days after the Village Board action on the proposed development.

_____, (the petitioner/representative) hereby submits this notarized affidavit to Village of Orland Park staff prior to or at the Plan Commission meeting, confirming that all requirements listed above have been complied with _____. (the petitioner/representative) agrees to retain certified mail receipts for a period of no less than seven (7) years from the final Village Board action.

Signature: _____

 Petitioner (or Representative) Date

Signature: _____

 Notary Date

(NOTARY SEAL)

PETITION FOR PLAN REVIEW AND APPROVAL

All information requested on this form **MUST** be provided. A petition will be considered incomplete if any information is missing and therefore will not be accepted. Following planning approval, a building permit is required.

PROJECT NAME					
PETITIONER INFORMATION (person responsible for payment of Village fee)					
NAME			TITLE		
ADDRESS			CITY/STATE/ZIP		
PHONE		FAX		EMAIL	
RELATIONSHIP TO OWNER					
PETITIONER'S CONTACT INFORMATION					
NAME			TITLE		
ADDRESS			CITY/STATE/ZIP		
PHONE		FAX		EMAIL	
RELATIONSHIP TO PETITIONER					
PROPERTY OWNER'S INFORMATION					
NAME			PHONE		
ADDRESS			CITY/STATE/ZIP		
PROJECT INFORMATION					
PROPERTY ADDRESS (OR GENERAL LOCATION)					
P.I.N. NUMBER			SIZE OF PARCEL		sf acres
EXISTING USE ON SITE			PROPOSED USE ON SITE		
EXISTING ZONING			REQUESTED ZONING		
PROJECT TEAM	NAME	PHONE	EMAIL		
DEVELOPER					
ATTORNEY					
ENGINEER					
ARCHITECT					
LANDSCAPE ARCHITECT					
REQUESTED APPROVALS (CHECK ALL THAT APPLY)					
<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> SPECIAL USE (AMENDMENT)	<input type="checkbox"/> LANDSCAPE PLAN WITH DETENTION	<input type="checkbox"/> LANDSCAPE PLAN WITHOUT DETENTION	<input type="checkbox"/> REZONING	<input type="checkbox"/> ELEVATIONS (Non-Residential)
<input type="checkbox"/> SUBDIVISION	<input type="checkbox"/> ANNEXATION	<input type="checkbox"/> RECORD PLAT OF SUBDIVISION		<input type="checkbox"/> VARIANCE	<input type="checkbox"/> MINOR ZONING VARIANCE

I certify that the above is true and accurate and agree to pay the required fees as stated on the fee worksheet (pg 6).

Signature of Petitioner _____ Date _____

Notary Signature _____ Date _____

Notary Seal

For Village Use Only	PROJECT NO.	ASSIGNED TO
	DATE PETITION COMPLETED	Assistant Development Services Director Approval to Proceed

Blank Page – Back of Petition Application

DISCLOSURE OF BENEFICIARY FORM

STATE OF ILLINOIS)
 COUNTY OF COOK)
 COUNTY OF WILL)

In accordance with Chapter 765, Act 405, Section 2, of the Illinois Compiled Statutes, the undersigned, one of the corporate officers of the trust or beneficiary thereof, being first duly sworn on oath, deposes and says:

1. That the name of the trust is

2. That the exact street address of the property is

3. That the legal description of the property affected in the trust is

4. That the following are the names of all beneficiaries, their residence addresses, and the percentage of interest held by each beneficiary in said trust: (If additional space is needed, add a separate sheet)

<u>Name of Beneficiary</u>	<u>Residence Address</u>	<u>Percentage of Beneficial Interest</u>

Affiant makes this affidavit for the purpose of applying to the Village of Orland Park for a benefit, authorization, license, permit or zoning relief with respect to the above-described premises.

LAND TRUSTEE:

BENEFICIARY:

 Signature of Trust Office

 Signature of nBeneficiary

-OR-

 Title

By:
 Trust Office
 Subscribed and sworn to before me this
 ____ day of _____, 20__

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

 (Notary Public Signature)

 (Notary Public Signature)

NOTE: THIS FORM MUST BE SIGNED BY ONE OF THE CORPORATE OFFICERS OF THE LAND TRUST UNDER OATH OR BY A BENEFICIARY OF THE TRUST UNDER OATH. IF ANY ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.

NOTE: A PERSON MAKING A FALSE STATEMENT IS GUILTY OF PERJURY OR SUBORNATION OF PERJURY, AS THE CASE MAY BE, UNDER SECTION 32-2 OR 32-3, RESPECTIVELY OF THE CRIMINAL CODE OF 1961, AS AMENDED.

DISCLOSURE OF BENEFICIARY FORM (contd.)

SUBMITTAL INSTRUCTIONS FOR PROPERTY HELD IN TRUST:

- 1) OBTAIN A CERTIFIED COPY OF THE TRUST AGREEMENT FROM THE FINANCIAL INSTITUTION WHERE THE PROPERTY IS HELD IN TRUST.
- 2) THE BENEFICIARY WITH POWER OF DIRECTION SHOULD PREPARE A LETTER AS INDICATED IN THE SAMPLE BELOW AND PRESENT IT TO THE TRUST OFFICER FOR SIGNATURE.
- 3) COMPLETE A DISCLOSURE OF BENEFICIARY FORM. THIS FORM MUST BE SIGNED BY A BENEFICIARY AND NOTARIZED OR BY THE TRUST OFFICER AND NOTARIZED.

THE FOLLOWING IS A **SAMPLE** LETTER OF AUTHORIZATION TO BE SIGNED BY THE TRUST OFFICER.

Date

To the Village of Orland Park:

The undersigned, as legal titleholder of the property located at (street address, city, state, zip code), hereby authorizes the beneficiary to apply for (identify each application - preliminary plan, rezoning, special use permit, variance, annexation, etc.) with respect to said premises.

NAME OF BANK

As Trustee under trust agreement #_____,

dated _____ and not personally:

**By: _____
Signature of Trust Officer**

Title

SAMPLE LETTER OF CREDIT

Note: Letters of Credit submitted to the Village must be submitted by a Bank with an office licensed within the State of Illinois and located in the vicinity of the Village, subject to the requirements set forth in Land Development Code article 5-112-E For an exact LOC, contact Development Services at (708) 403-5300.

Irrevocable Letter of Credit No.	Date:
Applicant Name & Address:	
Beneficiary: Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462	
Expiration date: (insert date two years after issuance)	
Amount:	

Ladies and Gentleman:

We hereby establish in your favor our Irrevocable Letter of Credit No. _____ in the amount of _____ dollars available for negotiation of your drafts at sight drawn on the _____ Bank for the account of _____.

We engage with you that any draft at sight drawn under and in compliance with the terms of this Letter of Credit will be fully honored by us provided that:

1. It is presented at this office (insert address of Bank if not listed on letterhead) on or before _____ (insert date two years after issuance).
2. It is accompanied by the original of this Letter of Credit;
3. It is accompanied by a statement signed by the Director of Development Services and the Village Manager of the Beneficiary, that the funds are drawn under Letter of Credit No. ____ in accordance with the specifications and final engineering drawings titled _____ dated _____ (**month, day, year, and revised on month, day, year**) as reviewed by the Village of Orland Park for the purposes of establishing this Letter of Credit amount, and shall include all Village-approved subsequent revisions thereto and the Development Agreement or Annexation Agreement as approved by the Beneficiary's Board of Trustees.

The Beneficiary's authority to draft under this Letter of Credit shall be reduced by the exact amount of any payment or payments made by the Bank as a result of a previous draw on this Letter of Credit authorized and approved by the Director of Development Services and the Village Manager of the Beneficiary in accordance with their written direction to the Bank.

The amount of this Letter of Credit may be reduced, from time to time, at the discretion of the Finance Director of the Beneficiary upon completion by the Applicant and approval thereof by the Beneficiary of a portion of the improvements required to be completed by the Applicant. The Finance Director will provide written notice to the Bank if the amount of the Letter of Credit is to be reduced and of the amount of the reduction.

This Letter of Credit expires on _____, provided, however, that the Bank shall notify the Finance Director by certified mail, return receipt requested, of such expiration at least 30 days prior to said expiration date. In no event shall this Letter of Credit or the obligations contained herein expire except upon such prior written notice, it being expressly agreed by the Bank that the expiration date of _____ shall be extended as shall be required to comply with this notice provision.

Drafts under this Letter of Credit shall bear upon their face the words "Drawn under Letter of Credit No. _____ dated _____ (date of issuance)." The amount of any draft shown under this credit must be endorsed on the reverse side hereof, and this Letter of Credit shall be promptly returned to the Beneficiary after presentation of any draft which does not exhaust the amount of this Letter of Credit.

This documentary Letter of Credit is subject to the "Uniform Customs and Practice for Documentary Credits" (ISP 1998), International Chamber of Commerce (Publication No. 590).

Any reference in this Letter of Credit to an Annexation or Development Agreement is for identification purposes only and such Agreement does not form a part of this Letter of Credit.

This Letter of Credit is not transferable.

Sincerely,
 _____ (title) Date: _____

Anticipated Fees for Review, Permits & Inspections

(VC=Village Code; LDC=Land Development Code)

Development Services Department, Engineering Division			
The fee for review of Final Engineering Plans and the inspection fee for public improvements of all projects by Village staff and/or the engineering consultant for the Village will be based on the size, complexity and time required to review plans and inspect public improvements within a project.			
Development Services Department, Building Division			
Fee Category	Code Reference	Fee Category	Village Code
Building Plan Review Fees:		Permit Fees:	
a. Building Plan Review	VC-5-2-5	a. Building Permit	VC-5-2-7
b. Electrical Plan Review	VC-5-2-5	b. Electrical Permit	VC-5-2-7
c. Plumbing Plan Review	VC-5-2-5	c. Plumbing Permit	VC-5-2-7
d. Mechanical Review	VC-5-2-5	d. Health Inspection	VC-5-2-7
e. Health Plan Review	VC-5-2-5	e. Mechanical Permit	VC-5-2-7
f. Fire District	VC-5-2-5	f. Driveway Permit	VC-5-2-7
Total Building Plan Review Fee:	-	g. Sidewalk Permit	VC-5-2-7
Certificate of Occupancy:		h. Zoning Permit	VC-5-2-6
a. Single Family Residence	VC-5-2-9, #1	i. Fire District Permit	VC-5-2-7-10e, e-1, e-2
b. Single Family Residence for Addition	VC-5-2-9, #2	j. Termination of Permits:	VC-5-2-12
c. Multiple-Family apartments/condo/residential	VC-5-2-9, #3	k. Renewal of Permits:	VC-5-2-13
d. Commercial, industrial and other use buildings	VC-5-2-9, #4	l. Work Begun Without a Permit:	VC-5-2-14
e. New use of change of occupant	VC-5-2-9, #5	Sewer Fees:	
f. Additions or alterations in commercial, industrial and other type use buildings	VC-5-2-9, #6	a. Each sewer tap	VC-5-2-8-2a
Fees by Agreement (also listed on page 10 of this information packet):		b. Inspection of each tap	VC-5-2-8-2b
a. Water Connection	VC-5-2-8-1c	Other Fees:	
b. Corporate Services	-	a. Final Plan Review	VC-5-2-5-2
c. Transportation Exaction	LDC V-112-H-6	b. Re-review	VC-5-2-5-3
d. Park & Recreation Cash	LDC V-112-H-2	c. Additional and/or exceptional Plan Review	VC-5-2-5-5
e. Park & Recreation Cash in Lieu of Land	LDC V-112-H-5	d. Fixed Fee Permits	VC-5-2-7-1
f. School District	LDC V-112-H-3	e. Minor Repair or Alternation of Single Family Residence	VC-5-2-7-2
g. Library	LDC 5-112-H-7	f. Major Repair or Remodeling	VC-5-2-7-3
Fire District Fees:		g. Construction, erection or installation of any new residential or non-residential building or structure, etc.	VC-5-2-7-4
a. Fire Plan Review-Conditional on District	VC-5-2-5	Miscellaneous Fees:	
b. Fire Alarm PR	-	a. Hydrant Flow Test	VC-5-2-7-10e-1
c. Sprinkler PR	-	b. Water Meter(s)	VC-5-2-8-1a,b
d. Standpipe PR	-	c. Water Meter Installation	VC-5-2-8-1a,b
e. Ext. System PR	-	d. Road Exaction	LDC 5-112-K-6
f. UST PR	-	e. Construction Water (minimum \$50.00)	VC-5-2-7-10a
g. Fire Special Permit Review	-	f. Demolition Permit	VC-5-2-7-10b
Total Fire District Fee:	VC-5-2-7-10e	g. Elevators, Escalators and Dumbwaiters	VC-5-2-7-10c
Electrical Inspection Fees:		h. Driveways other than Single-Family Residential	VC-5-2-7-10d
a. Each circuit	VC-5-2-7-6a,b	i. Fire Sprinkler System	VC-5-2-7-10e
b. Each service	VC-5-2-7-6a,b	j. Fire Pump Flow Testing	VC-5-2-7-10e-2
c. Motors and other forms of power consuming devices	VC-5-2-7-6, #3	k. Lawn Sprinkler System	VC-5-2-7-10f
d. Low Voltage Outlets	VC-5-2-7-6c	l. Opening or Excavating a Village Street	VC-5-2-7-10g
e. Electrical Testing for "Supervising Electrician"	VC-5-2-7-6d	m. Satellite Dish Permit	VC-5-2-7-10h
Plumbing Inspection Fees:		n. Sidewalk Construction Permit	VC-5-2-7-10i
a. Number of fixtures:	VC-5-2-7-7	o. Sign Permit	VC-5-2-7-10j
b. Sewer Repair and Replacement Permit Inspection Fee	VC-5-2-7-7	p. Storage Tanks (gas, oil, etc.)	VC-5-2-7-10k
Mechanical Inspection Fees:		q. In-Ground Swimming Pools Permit	VC-5-2-7-10l
a. Heating Equipment: Residential/All other uses	VC-5-2-7-8	r. Grading Permit	VC-5-2-7-10m
b. Cooling Equipment: Residential/All other uses	VC-5-2-7-8	s. Carnival Permit	VC-5-2-7-10n
c. Heating Equipment: Residential /Other Use Alterations	VC-5-2-7-8	t. Special Inspection and Services Performed	VC-5-2-7-10o
d. Cooling Equipment: Residential / Other Use Alterations	VC-5-2-7-8	u. Antennas	VC-5-2-7-10p
Attorney			
The petitioner shall reimburse the Village for all attorney fees incurred by the Village.			
Miscellaneous			
The petitioner shall reimburse the Village for any miscellaneous expenses such as recording fees and copying expenses.			

