



APPLICATION CHECKLIST

For all applications, provide the following:

- | | | |
|---|---|---|
| <input type="checkbox"/> Completed application form | <input type="checkbox"/> Proof of ownership, or
Letter of authorization by the owner | <input type="checkbox"/> Materials, as listed below |
| <input type="checkbox"/> Plat of survey | | <input type="checkbox"/> Payment of fee |

Based on each action(s) requested, provide the required materials listed below. Staff reserves the right to request additional materials, as required by the scope of the request, to make an informed decision.

Conditional Use

Fee: \$300

- ☐ Site plan
 - ☐ Indicate all available parking
 - ☐ Indicate employee parking
 - ☐ Indicate dumpster location
 - ☐ Indicate any loading/unloading zone (if applicable)
- ☐ Conceptual floor plan
- ☐ Completed worksheet responding to applicable standards
- ☐ Plans for anticipated improvements such as fencing, landscaping etc.
- ☐ Narrative describing the proposed use, including:
 - ☐ services provided
 - ☐ hours of operations
 - ☐ anticipated average and peak capacity

Variance

**Fee: \$200 - Residential
 \$300 - Commercial
 \$100 - Additional Variance**

- ☐ Site plan
 - ☐ Indicate all available parking
 - ☐ Indicate employee parking
 - ☐ Indicate dumpster location
 - ☐ Indicate any loading/unloading zone (if applicable)
- ☐ Conceptual floor plan
- ☐ Completed worksheet responding to standards
- ☐ Letters of support from neighbors (optional)

Text or Map Amendment

Fee: \$300

- ☐ Site plan
- ☐ Narrative describing the proposed use requiring the amendment to the zoning text or map

Rezoning

Fee: \$300

- ☐ Site Plan
 - ☐ Indicate all available parking
 - ☐ Indicate employee parking
 - ☐ Indicate dumpster location
 - ☐ Indicate any loading/unloading zone (if applicable)
- ☐ Conceptual floor plan
- ☐ Narrative describing the proposed use requiring the amendment to the zoning text or map

Plat of Subdivision/Consolidation

**Fee: \$300 - Consolidation
 \$300 + \$10 per lot - Subdivision**

- ☐ Provide a plat describing:
 - ☐ Proposed lots of subdivision or consolidation.
 - ☐ Revised legal description.
 - ☐ Easements, covenants, conditions, or restrictions on the property.
- ☐ The proposed plat shall include the signature blocks required by the Village and Cook County for recording.

Planned Unit Development

Fee: \$500*

- ☐ Proposed plat of record for lot consolidation or subdivision
- ☐ Directory of all development team members/consultants with contact information
- ☐ Site plan or survey of existing conditions
- ☐ Site plan of proposed development
- ☐ Architectural elevations of proposed development
- ☐ Conceptual floor plan(s)
- ☐ Preliminary Engineering Plan
- ☐ Lighting plan with photometric
- ☐ Landscape Plan

***All indicated fees are base fees. Additional fees may apply if plans require external review.**



APPLICATION

Property Information

Street Address: _____, South Holland, Illinois 60473

Property Index Number(s): _____

Lot Size: _____ sq. ft. Acres: _____

If the subject property is multiple lots, provide the combined area.

Zoning District: ☐ Single-Family Residential ☐ Interstate Zoning District
☐ Local Business ☐ Zone A
☐ General Business ☐ Zone B
☐ Hybrid Business-Industrial District ☐ Zone C
☐ Light Industrial ☐ Zone D
☐ Town Center ☐ Zone E

Requested Use

Description of Proposed Use:

Existing Use: _____

Site Characteristics

Define your intended Development: ☐ New Construction ☐ Addition ☐ Site Alterations ☐ Exterior Building Alterations

Provide full description of intended work:

	Existing	Proposed
Gross Floor Area (sq. ft.):	_____	_____
Parking Spaces (9'x18.5'):	_____	_____
Lot Coverage		
Impervious Area (sq. ft.):	_____	_____
Impervious Coverage (%):	_____	_____

"Impervious" refers to surfaces on a property that do not allow water to pass through to the soil. These include surfaces like concrete driveways, asphalt parking areas, rooftops, or patios.

Zoning Relief or Changes

Zoning Variance or Amendment Describe any requested zoning relief or changes below:

Applicant

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Title: _____

Property Owner

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

☐ Check box if applicant is the property owner

I acknowledge and attest that:

- All the information and exhibits submitted with this application are true and accurate to the best of my knowledge;
- Village representatives are permitted to make reasonable inspections of the subject property necessary to process this application;
- I agree to pay all required fees;
- No work may be done without first obtaining a Building Permit. All work shall be completed in accordance with Village Codes and Ordinances.

Applicant Name (Print)

Applicant Signature

Date

The Applicant requests:

- ☐ Conditional Use
- ☐ Variance
- ☐ Subdivision/Consolidation
- ☐ PUD
- ☐ Text or Map Amendment
- ☐ Rezoning