

# Planned Development Application Minor Amendment



SUBJECT PROPERTY INFORMATION	
Property Address:	
Planned Development Name:	
Planned Development Approval Date (Ordinance & Development Agreement):	
Legal Description (note if attached):	
Brief Project Description:	

FOR INTERNAL USE ONLY	
Case #:	
Date Received:	
Pre-Application Discussion:	
Hearing Date:	
Assigned to:	
Fee Paid:	
Third Party Deposit:	

PETITIONER & OWNER INFORMATION	
<b>Petitioner</b>	
Petitioner's Name:	Phone:
Address (City, State, ZIP):	
Email:	
<b>Owner</b>	
Property Owner's Name and Owner's Authorized Representative Name (if the Petitioner is not the legal owner of the property):	Phone:
Address (City, State, ZIP):	
Email:	

PROPERTY OWNER SIGNATURE			
By signing, the Property Owner authorizes the Petitioner to seek zoning approval for the Subject Property.			
Property Owner or Authorized Representative Signature		Petitioner Signature (If Other Than Property Owner)	
Date		Date	
Sworn to before me this ____ day of _____, 20____.		Sworn to before me this ____ day of _____, 20____.	
Notary		Notary	

## SUPPLEMENTAL MATERIAL

The following attached items include required forms, templates, and informational material to complete this application.

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| <ul style="list-style-type: none"><li>- Third Party Cost Recovery Form</li><li>- Affidavit of Title, Covenant, and Warranty Form</li><li>- Authorization to Enter and Traverse Land Form</li><li>- Certificate of Compliance for Notice of Pending Land Use Relief Standards for a Planned Development</li></ul> | <ul style="list-style-type: none"><li>- Certificate of Compliance Form</li><li>- Notice of Pending Land Use Relief</li><li>- City Highland Park Zoning Code, Article V: Planned Developments</li></ul> |
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## APPLICATION CHECKLIST

Please submit the completed application form and all required materials to:

City of Highland Park  
Department of Community Development - Planning Division  
1150 Half Day Road, Highland Park, Illinois 60035

Questions? Contact the Planning Division at 847.432.0867 or visit [cityhpil.com](http://cityhpil.com).

- Project Narrative**
  - A written narrative that describes the scope and context of your project and identifies the changes to the approved Planed Development
- Other Exhibits\***
  - Photos, letters, reports, requested materials, etc.
- Application Fees**
  - Make check payable to: City of Highland Park
  - Application Fee
  - Deposit (cost recovery)
  - Completed Minor Amendment Planned Development Application**
    - All required forms signed and notarized
  - Change/New Address Form (If applicable)**

# Third Party Cost Recovery Fees

## Third Party Cost Recovery

During the course of reviewing and processing development applications the City of Highland Park often incurs expenses for third party consulting costs. In order to efficiently process zoning applications, every filed petition is subject to certain cost recovery fees (“Cost Recovery Fees”) that are placed in a City escrow account (“Cost Recovery Fee Escrow”), as provided in Section 150.306 of “The Highland Park Zoning Code of 1997” as amended. Cost Recovery Fees are in addition to any and all other filing fees and other charges established by the City. Based on their typical complexity and need for third party consulting services, the Cost Recovery Fees for various projects are:

- Application Involving a Special Use: \$1,500
- Application Involving a Special Use w/exceptions: \$2,500
- Application Involving a Planned Unit Development: \$10,000
- Amendment to a PUD \$5,000
- Application Involving a Special Exception to Zoning: \$2,000
- Application Involving a Subdivision: \$750
- Application Involving a Major Subdivision: \$5,000
- Other Projects Not Herein Defined: Determined by Director of Community Development

The following items denote costs incurred by the City in processing a petition that would be deducted from the Cost Recovery Fee Escrow:

- Publication of notices
- Court reporter (if necessary)
- Professional and technical consultant services
- Document recordation Process
- Corporation Counsel, or other City retained attorney or law firm, consultation, meeting attendance, document preparation and review
- Copy reproduction

## Process

Every petition must be accompanied by the required petition fee and Cost Recovery Fee. Cost Recovery Fees will be forwarded to the Finance Division and deposited in a Cost Recovery Fee Escrow.

Within 90 days following final action on a petition, a final accounting will be made and any remaining funds in the Cost Recovery Fee Escrow after payment of the total actual costs due will be returned to the owner or petitioner.

In cases where the Cost Recovery Fees exceed the original deposit, Community Development staff will notify the petitioner and request additional funds in increments of \$1,000. Such funds will be forwarded to Finance and added to the Cost Recovery Fee Escrow. The City shall maintain an accurate record of all drawings from the Cost Recovery Fee Escrow.

Failure to pay any portion of the Cost Recovery Fee or replenish the Cost Recovery Fee Escrow within 30 days of the mailing of notice shall be grounds for refusing to process a petition and for denying or revoking any permit.

## Petitioner Agreement

By signing below, the owner or petitioner acknowledges that it is subject to all of the provisions contained in Section 150.306 of the Zoning Code and agrees to pay, and to have consented to, (i) the Cost Recovery Fees, (ii) any costs of collection that have not been paid within 30 days following the mailing of a written demand for payment to the owner or petitioner at the address set forth on the petition, and (iii) any additional Cost Recovery Fees assessed. No petition filed shall be considered complete unless and until all fees and deposits have been paid. Every approval granted and every permit issued, whether or not expressly so conditioned, shall be deemed to be conditioned upon payment of Cost Recovery Fees as required pursuant to City ordinance.

Responsible Party Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Billing and Refund Information	
This information will be used for all billing and refunds.	
Name:	Phone:
Address	City, State, ZIP:
Email:	

# Affidavit of Title, Covenant, and Warranty

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STATE OF ILLINOIS  
COUNTY OF LAKE

The undersigned affiant, being first duly sworn, on oath says, and also covenants with and warrants to the City of Highland Park:

- 1) That affiant has an interest in the real estate described below:

\_\_\_\_\_  
\_\_\_\_\_

- 2) The following mortgagees, firms, corporations or persons are holders of liens against the above described real estate:

\_\_\_\_\_  
\_\_\_\_\_

- 3) That since the title date of \_\_\_\_\_, \_\_\_\_\_ in the policy of title insurance issued by \_\_\_\_\_ affiant has not done or suffered to be done anything that could in any way affect the title to premises, and no proceedings have been filed by or against affiant, nor has any judgment or decree been rendered against affiant, nor is there any judgment note or other instrument that can result in a judgment or decree against affiant within five days from the date hereof.

- 4) That this instrument is made to induce the City of Highland Park to accept for review the affiant's application for a variation request.

- 5) Affiant further states:

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(SEAL)

# Authorization to Enter and Traverse Land

**AUTHORIZATION TO ENTER AND TRAVERSE LAND  
FOR RESEARCH OF REQUESTED ZONING RELIEF  
OR OTHER MATTERS**

This Authorization is dated as of the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ (the “Authorization”) by and between \_\_\_\_\_, (“Owner”) as Owner of the property located at \_\_\_\_\_, Highland Park, Illinois (“Subject Property”), and the CITY OF HIGHLAND PARK, an Illinois Municipal Corporation (the “City”).

**SECTION ONE. GRANT OF AUTHORIZATION.**

A. The Owner grants and conveys to the City, its employees, the City Council, and the members of the Zoning Board of Appeals, Plan Commission, Design Review Commission, Historic Preservation Commission, Lakefront Commission and/or other City Commissions \_\_\_\_\_ (collectively, “City Representatives”), authorization and a right to enter on, over, across, and upon the Subject Property, for the purpose of researching the requested relief for the Subject Property that is the subject of an application to the City for one or more of the following types of zoning relief: i) variation; ii) special use; iii) special exception; iv) conditional use; v) planned unit development; vi) amendment; vii) sign variance (collectively, “Zoning Relief”), and for other purposes incidental thereto (“Zoning Relief Research”). The Owner also grants the City Representatives with authorization and a right to enter on, over, across, and upon any property owned or controlled by the Owner that is located adjacent to the Subject Property, if any, for the purpose of providing access to the Subject Property for the Zoning Relief Research.

B. The Owner represents that it has the authority and power to grant this Authorization.

C. The Owner shall not take, or cause or permit any other party to take, any action that will impair, prevent, or prohibit the City Representatives’ use of the Subject Property for the purposes stated in this Authorization.

**SECTION TWO. DUTY TO WARN.**

The Owner shall notify the City Representatives of the presence of any items located on the Subject Property that require protection or may cause injury to the City Representatives.

**SECTION THREE. INSURANCE AND INDEMNIFICATION.**

The City agrees to indemnify and hold harmless the Owner from all claims, losses, or damages of any kind, including legal and other expenses incidental to the investigation, defense, and settlement of such claims or losses to the extent such claims or losses result on the Subject Property from either the negligent or willful acts or omissions of the City Representatives in performing the Zoning Relief Research.

**SECTION FOUR. EXPIRATION.**

This Authorization shall expire immediately upon the final action of the City in its consideration of the Zoning Relief requested on the Subject Property.

**SECTION FIVE. NO OBLIGATION OF CITY.**

The City Representatives shall be under no obligation to exercise any of the rights granted to any of them in this Agreement. The failure of the City Representatives, or any one of them, to exercise at any time any such right shall not be deemed or construed to be a breach of this Authorization, nor shall such failure void or affect the City Representatives’ right, or that of any one of them, to enforce such right or any other right.

OWNER

By: \_\_\_\_\_

CITY OF HIGHLAND PARK

By: \_\_\_\_\_

Director of Community Development or Designee

# Information: Certificate of Compliance for Notice of Pending Land Use Relief

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Section 150.308 of the City of Highland Park Zoning Code requires that if a property is the subject of an application for a special use permit, variation, map amendment, Zoning Code text amendment, or plat of subdivision, there must be written disclosures made as part of any real estate sales contract or promotional sales literature. The seller must prove to the City that it has complied with the Code as well, before the relief can be granted.

If the subject property is subject to a real estate transaction while seeking a special use permit, variation, map amendment, Zoning Code text amendment, or plat of subdivision, the seller must sign the Certificate of Compliance Form and provide a written disclosure such as the template provided.

## **SEC. 150.308 PENDING LAND USE APPLICATION DISCLOSURE NOTICE.**

(A) Notice Required. A disclosure notice in the form and content set forth in this Section shall be required in connection with all applications seeking any of the following land use relief:

- (1) A variation from the regulations of this Chapter, in accordance with Article XII of this Chapter;
- (2) A Special Use Permit, in accordance with Article XIV of this Chapter; or
- (3) An amendment to either the text of this Chapter or the Official Zoning Map, in accordance with Article XV of this Chapter.

(B) Notice Location and Form. The applicant shall cause a disclosure notice of a pending application for land use relief, on a form to be provided by the City, to be attached to (1) any contract for the sale of any portion of the real property that is the subject of the pending application; (2) all promotional, sales, and advertising literature; and (3) all information packets distributed to prospective purchasers; provided, however, that no disclosure notice shall be required to be attached to, or made part of, advertisements in newspapers, magazines, and other similar forms of print media

(C) Notice Content. The disclosure notice shall, at a minimum, include the following information:

- (1) The existing zoning classification of the real property;
- (2) The name of, and contact information for, the applicant;
- (3) A brief description of the nature of the land use relief requested; and
- (4) The following statement: “This property is the subject of an application for land use relief initially filed with the City of Highland Park on [DATE]. Unless and until the application is approved by the City of Highland Park, in accordance with its applicable codes and ordinances, the land use relief requested in the application shall not be allowed.”

(D) Demonstration of Compliance. Prior to the approval by the City Council or the Zoning Board of Appeals, as the case may be, of any or all of the land use relief requested, the applicant shall provide evidence of compliance with the requirements set forth in this Section to the City Director of Community Development.

(E) Responsibility for Compliance. The obligation set forth in this Section shall be the sole responsibility of the applicant for the requested relief. Nothing herein shall be deemed or interpreted as imposing upon the City any responsibility to satisfy the disclosure requirements set forth in this Section. (Section 150.308 added by Ord. 18-07, J. 33, p. 069-072, passed 2/12/07)

# Certificate of Compliance

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CERTIFICATE OF COMPLIANCE  
NOTICE OF PENDING LAND USE RELIEF

I, \_\_\_\_\_, am the (circle one: land owner, developer, other \_\_\_\_\_) of the property described herein as follows:

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I certify that all efforts have been made to comply with the applicable requirements of Section 150.308 of “The City of Highland Park Zoning Ordinance of 1997” and Section 151.112 of “The Highland Park Code of 1968”, and that the required notice has been provided in the following forms (check all that apply):

- Promotional Sales and Advertising Literature
- Attachments to Real Estate Contracts
- Other forms (please specify): \_\_\_\_\_

ATTACH EXAMPLES OF ALL FORMS OF DISCLOSURE NOTICE

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Title of Representative

Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(SEAL)

# Template: Pending Land Use Relief Disclosure Notice

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**CITY OF HIGHLAND PARK**  
**PENDING LAND USE RELIEF DISCLOSURE NOTICE**

Subject Property Address: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Land Use Relief Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

This property is the subject of an application for land use relief initially filed with the City of Highland Park on \_\_\_\_\_, 20\_\_\_\_. Unless and until the application is approved by the City of Highland Park, in accordance with its applicable codes and ordinances, the land use relief requested in the application shall not be allowed.

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

State, City ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



# Article V: Minor Amendment Process

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Section 150.545. - Amendments to Approved Planned Developments, outlines the process for a Minor Amendment to a Planned Development:

**Sec. 150.545. - Amendments to Approved Planned Developments.**

**(B) Minor Changes.**

The City may approve changes to the Planned Development and Final Development Plan that do not, in the sole and absolute discretion of the City Manager, constitute a substantial change, as defined in Section 150.545(A)(1) of this Article, to the Planned Development, in accordance with the following procedure:

- 1) The City Manager may approve the proposed minor change upon making a finding that the change is consistent with the intent and purpose of the Planned Development and the Final Development Plan.
- 2) The City Manager shall notify the City Council of the approval of a minor change within seven days thereof.
- 3) Within 60 days of its receipt of the notice submitted by the City Manager pursuant to Section 150.545(B)(2) of this Article, the City Council shall either (i) ratify the City Manager's approval of the minor change, by resolution duly adopted, or (ii) deny the minor change. Any minor change denied by the City Council pursuant to this Section 150.545(B)(3) may be reclassified as a "substantial change" and approved in accordance with Section 150.545(A)(2) of this Article.
- 4) The failure of the City Council to ratify or deny a minor change within 60 days of the date of receipt of notice thereof shall be deemed a ratification of the minor change.

An application that involves any of the "substantial changes" below will be considered a Major Amendment:

- a) A change in the land uses on the subject property;
- b) An increase in the number of dwelling units;
- c) An increase by more than one percent in Floor Area or building square footage;
- d) An increase in the size of approved building pads; (
- e) A substantial increase in the traffic volume generated by, or traffic circulation of, the proposed Planned Development;
- f) A reduction of more than one percent in approved common open space;
- g) A reduction in the number of off-street parking or loading spaces required pursuant to Article VIII of this Chapter;
- h) Any change that, in the opinion of the Director of Public Works, would constitute a significant modification to the provision of public utilities to the subject property; or
- i) Any change for which a variation or modification from the provisions of this Chapter would otherwise be required.

It is recommended that applicants review the City of Highland Park Zoning Code, Article V Planned Developments, in its entirety. The article can be viewed online here: <https://bit.ly/2qHLUrk>

Staff shall provide a hard copy of Article V upon request.

Community Development  
1150 Half Day Rd.  
Highland Park, Illinois 60035  
847.432.0808  
cityhpil.com

### Change/New of Address Form

Title Owner's Name(s)(Print): \_\_\_\_\_

\_\_\_\_\_

Current Property Address: \_\_\_\_\_

Current Pin Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Reason for New/Change Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

New Pin Number(s): \_\_\_\_\_

Please include both the title policy and affidavit of title to verify ownership.

\_\_\_\_\_  
Titleholder(s) Signature(s)

\_\_\_\_\_  
Date

