



# **DEVELOPMENT GUIDE**

## **An Overview of the Development Review Process**

Development Review Committee  
Appearance Review Commission  
Historic Preservation Commission  
Plan Commission and Zoning Board of Appeals  
Village Board of Trustees

Village of Libertyville  
Community Development Department  
200 E. Cook Avenue  
Libertyville, Illinois 60048  
(847) 918-2028

January 2024

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Prepared by: Community Development Department

## **INTRODUCTION**

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The primary purpose of this guide is to provide an overview of the development review process of the Village of Libertyville. This guide is intended to help individuals gain a better understanding of the process and to help reduce any confusion individuals may have when filing a development application with the Village. A clear understanding of this process will help with the timely processing of development applications by the Village.

It is important to note that the information contained in this document is general in nature. This guide is not a substitute for any Village Ordinances or related documents, but is intended to supplement their use. Always consult the appropriate Village Ordinances for more detailed information.

## **WHAT TYPES OF DEVELOPMENT PROPOSALS REQUIRE VILLAGE REVIEW?**

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There are a variety of development proposals that require review by the Village. These proposals range in scope from smaller-scale developments such as a fence or room addition, to larger-scale developments such as a 50-acre residential or industrial subdivision. Development proposals are reviewed by the Village to ensure compliance with adopted codes and ordinances, which are in place to protect the public health, safety and welfare. The degree of review by the Village will vary depending on how the proposal meets requirements of Libertyville's codes and ordinances.

Under an ideal scenario, a development proposal in complete compliance with applicable Village codes such as the Zoning Ordinance and Building Code, will require a Zoning Certificate of Compliance and building permit before construction. A Zoning Certificate is issued by the Planning Division and a building permit is issued by the Building Division after the review and approval of construction plans. However, all development proposals will not fall into this ideal scenario. Administrative actions, such as a map amendment, special use permit or variation may be necessary for the development to comply with Village ordinances. These administrative actions require review and approval by the Village Board before issuance of a Zoning Certificate and building permit and will demand additional time to ensure a thorough review.

Since there can be a wide range of development proposals that require varying degrees of review by the Village, it is extremely important to contact the Community Development Department before starting any development activity in the Village. A short discussion with a representative of the Community Development Department can help to determine what actions and reviews are necessary. This may assist in the prevention of unnecessary delays and expense.

## **HOW LONG DOES IT TAKE FOR VILLAGE REVIEW OF A DEVELOPMENT PROPOSAL?**

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The amount of time required for Village review of a development proposal depends on the proposal. If all that is needed is a building permit, the review of plans and issuance of the permit may take only a few days. Administrative actions such as an annexation, map amendment or variation, which require Village Board review and approval, can take a few months or longer.

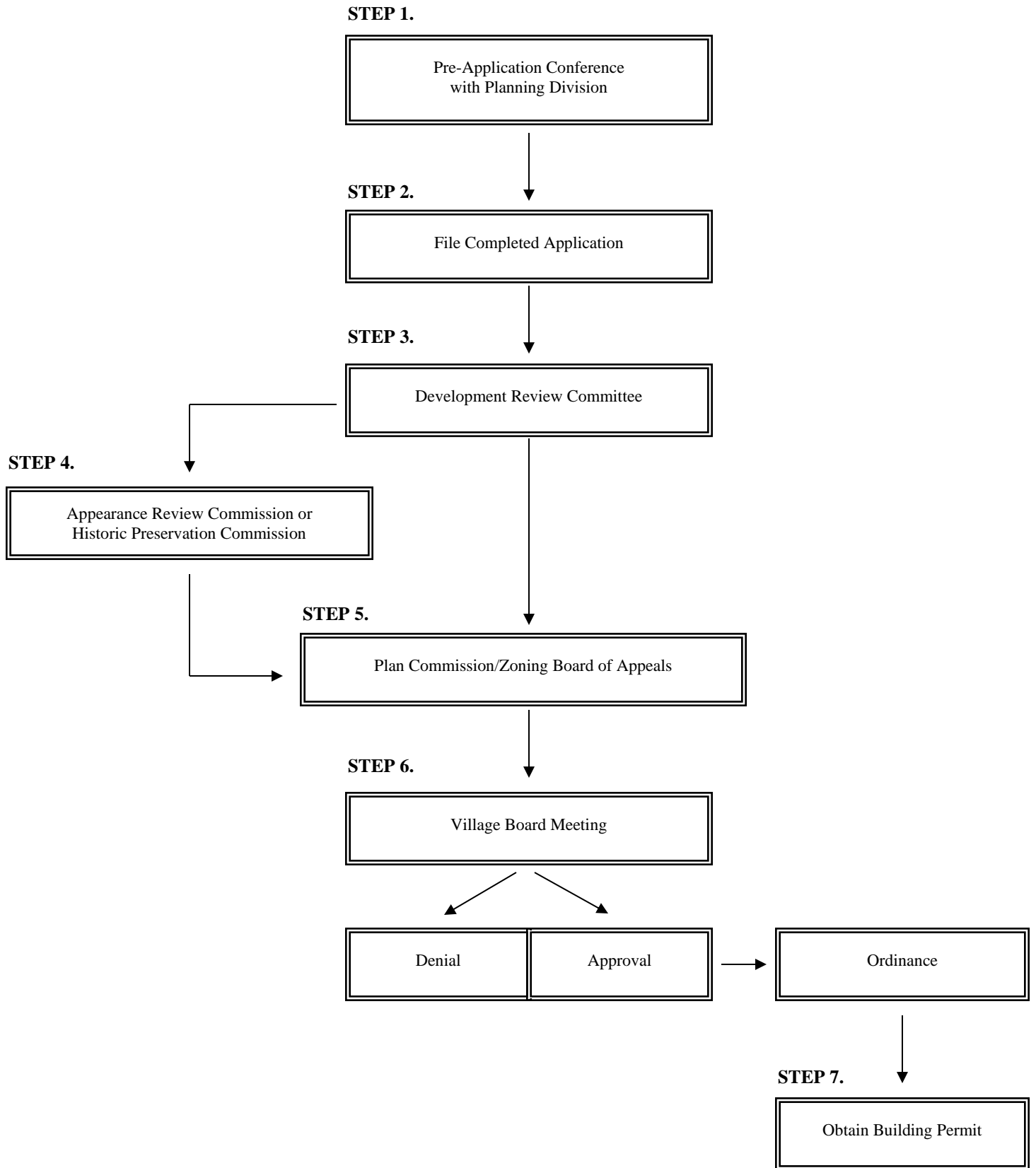
Since there are varying degrees of review, it is best to contact the Community Development Department to gain an accurate estimate of the time needed for review of a development proposal.

## **GENERAL OVERVIEW OF DEVELOPMENT REVIEW AND APPROVAL PROCESS**

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A general overview of the Development Review Process is shown in Figure 1 (Page 3). The flow chart provides an outline of the major steps in the review process for most development proposals in the Village requiring administrative actions. A detailed explanation of each step follows the flow chart.

**Figure 1.** Flow Chart of the Development Review Process



**STEP 1. Pre-Application Conference with the Community Development Department.**

The first step in the development review and approval process is to schedule the Pre-Application Conference with the Community Development Department. The purpose of the Pre-Application Conference is to help the applicant understand Village requirements that apply to the development proposal, learn what administrative actions, if any, are necessary for approval, and outline the procedures and documentation required for filing an application with the Village. This conference also allows the Department Staff an opportunity to gain a better understanding of the proposal and make a determination about the likelihood of approval of the development proposal.

**STEP 2. File Completed Application with the Community Development Department.**

The second step in the development review and approval process is to file a completed application and necessary documentation with the Department. The Staff will accept an application **only if the following requirements are met:** all information is complete and accurate, all required drawings and documents are submitted with the correct number of sets (refer to Submittal Requirements), and the filing fee is paid. When these requirements are met, the Department Staff will inform the applicant of the public hearing date and begin the administrative processing of the application.

**STEP 3. Development Review Committee Meeting.**

The third step in the development review and approval process is the Development Review Committee Meeting. The Development Review Committee (DRC) is made up of staff members from various Village departments including Administration, Community Development, Fire, Parks, Police, and Public Works. The DRC meeting gives committee members the opportunity to review and comment on development proposals and formulate a recommendation. The comments and recommendations from this meeting are drafted into a staff report that is forwarded to the Plan Commission and/or Zoning Board of Appeals for their consideration.

**STEP 4. Appearance Review Commission or Historic Preservation Commission Meeting.**

The fourth step in the development review and approval process is the Appearance Review Commission or Historic Preservation Commission Meeting. The Appearance Review Commission (ARC) and Historic Preservation Commission (HPC) review certain development proposals for compliance with the Village's Appearance Review Code and Historic Preservation Design Guidelines. The ARC/HPC make recommendations to the Plan Commission/Zoning Board of Appeals on Special Uses, Site Plan Permits, and commercial/industrial/office variations.

***NOTE:** Not all development proposals require review by the ARC or HPC. The Community Development Department Staff will determine whether ARC or HPC review is necessary.*

**STEP 5. Plan Commission or Zoning Board of Appeals Meeting.**

The fifth step in the development review and approval process is the regular meeting of the Plan Commission or Zoning Board of Appeals. The Plan Commission and Zoning Board of Appeals both consist of seven members who are appointed by the Village President and confirmed by the Board of Trustees. The type of administrative action requested (variation, rezoning, special use, etc.) will determine which Commission/Board conducts the meeting.

At the regular meeting, the applicant is allowed to make a brief presentation of the development proposal. The respective Commission/Board members will comment and ask questions about the proposal and will receive comment from the public. After all testimony, the Commission/Board will make a recommendation on the proposal, for approval, approval with conditions or denial. This recommendation is forwarded to the Village Board for consideration.

**STEP 6. Village Board Meeting.**

The sixth step in the development review and approval process is the Village Board Meeting. The Village Board of Trustees is a seven-member elected board which has the final authority for development applications requiring administrative actions.

Generally, the Board will act on a development application in one of the following ways:

APPROVAL - The request is granted.

APPROVAL WITH CONDITIONS - The request is granted, but the applicant must meet certain conditions required by the Board.

DENIAL - The request is not granted.

Development applications require the drafting of an ordinance or resolution once they are approved by the Village Board. Only when the ordinance is approved by the Board and in receipt of the necessary signatures does the action become official.

**STEP 7. Obtain Zoning Certificate and Building Permit.**

The seventh and final step in the development review and approval process is to obtain the necessary Zoning Certificate and building permits. Zoning Certificates are obtained from the Planning Division and building permits can be obtained from the Building Division after the review and approval of construction documents. Only after the issuance of a building permit can construction begin.

## CONCLUSION

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The development review process for the Village of Libertyville doesn't have to be a puzzling experience for individuals unfamiliar with Village regulations. This guide is intended to provide a general but clear overview of this process and to help individuals become familiar with the steps necessary during the review of a development proposal.

It is important to remember that this document is merely a guide and not a substitute for other Village codes and ordinances. For an accurate account of required procedures, consult the specific Village code or ordinance, or contact the Village Hall.



## **APPENDIX**

## **SUBMITTAL REQUIREMENTS**

The following materials are required for the filing and processing of a development application with the Village of Libertyville. Additional materials may be required by Ordinance or by Village Staff.

One (1) copy of:

1. Land Use Application
  - Filled out completely with accurate information, signed and dated
2. Proof of Ownership
  - Copy of schedule A & B Title Policy; or
  - Certification of ownership by an attorney
3. Property Owner's Authorization
  - Filled out completely with accurate information, signed, dated, and notarized
4. Property Owner's Authorization for Posting of Public Hearing Sign
  - Filled out completely with accurate information, signed and dated
5. Fee (See A-11 for Fee Schedule)
6. Electronic File
  - An electronic file (email with PDF or flash drive) that includes all the required submittal information

Three (3) originals of:

1. Reimbursement of Fees Agreement (See A-11 for Fee Schedule)
  - Filled out completely with accurate information, signed and dated

Thirty-one (31) copies (6 full size and 25 reduced) of:

1. Narrative
  - Detailed description of proposal
  - Standards to be addressed
2. Plat of Survey (one original)
  - Date, scale and north arrow provided
  - Existing physical improvements with dimensions indicated
  - Sealed by Registered Professional Engineer or Surveyor
3. Site Plan of Proposal (one original)
  - Date, scale and north arrow provided
  - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows
  - Location of all existing (to remain) and proposed buildings on the site

4. Elevations of proposed structure(s), building addition, improvement, etc. with dimensions indicated
  - Scale
  - All signs to be mounted on the elevations
  - Type, color and texture of all primary materials to be used
5. Preliminary Engineering Plan for any development that requires a Site Plan Permit
  - Date, scale and north arrow provided
6. Tree Survey by a Certified Arborist, as requested by Staff.
  - Date, scale and north arrow provided
7. Landscape Plan
  - a) Narrative. A narrative is required containing a description of the proposal.
  - b) Site Plan. A site plan is required containing the following information:
    - Scale and north arrow
    - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows
    - Location of all existing (to remain) and proposed buildings on the site
    - Calculations for determining the required number of trees to be placed within the proposed parking area, as well as the designation of required buffer screens (i.e. landscaping, fencing, etc.) between the parking area and adjacent property
    - Existing landscaping to remain and proposed new landscaping shall be differentiated along with the type, size, number and spacing of all plantings
8. Lighting
  - a) Narrative. A narrative is required containing a description of the proposal.
  - b) Site Plan. A site plan is required containing the following information:
    - Scale and north arrow
    - All property and street pavement lines
    - Location and height of all existing (to remain) and proposed buildings on the site
    - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls and adjacent streets. Delineate traffic flow with directional arrows
    - Location of all existing (to remain) and proposed lighting standards, complete with photometric (foot-candle) diagram
  - c) Lighting Standard Drawing. A scaled drawing of the proposed lighting standard(s) is required and should contain the following information:
    - All size specifications, materials and colors

- Information on lighting intensity (number of watts, photometric diagram, etc.)
- Photometric lighting plan shall include footcandle illuminations to all property lines

9. Traffic Study

10. Fiscal Impact Analysis

11. Signs

a) Narrative. A narrative is required containing a description of the proposal.

b) Free-standing Signs.

- A site plan is required containing the following information:
  - (a) Scale and north arrow;
  - (b) All property and street pavement lines;
  - (c) Location of existing and proposed landscaping;
  - (d) Location of all buildings on the site;
  - (e) Location and height of all existing (to remain) and proposed signs on the site, showing proposed setbacks for sign from property lines.
- A scaled drawing of each face of the proposed free-standing sign is required showing the following information:
  - (a) All size specifications, including the size of letters and graphics;
  - (b) Description of sign and frame materials and colors.

c) Wall Signs.

- An elevation drawn to scale of the entire wall of the building to which the sign is to be fixed, correctly locating the proposed sign(s).
- A scaled drawing of each face of the proposed wall sign is required showing the following information:
  - (a) All size specifications, including the size of letters and graphics;
  - (b) Description of sign and frame materials and colors.

12. Aerial Photograph of Site and Surrounding Area

- Aerial photograph shall include adjacent surrounding properties
- Subject parcel highlighted

13. Environmental Site Assessment to extent needed per direction from Village

Applicants may submit any additional material which they deem necessary to convey their request. **All materials must be submitted in collated sets folded to a size of 8.5" x 11" or as near as possible, and include the filing fee at the time of filing, in order to be accepted.**

*\*All Subdivision and Engineering drawings are to be 24"x 36".*

## NOTIFICATION REQUIREMENTS

In order to advise adjacent property owners and the general public of development proposals in the Village, certain notification requirements are mandated by State Statute and Village Ordinance. Notification is required by three (3) separate means: publication in a newspaper, written notice to all property owners within 250 feet of the proposed development, and the posting of a sign. Please refer to Village of Libertyville Ordinance 85-O-26 for a detailed description of notification requirements.

The following information is an excerpt of Section II of Ordinance 85-O-26. This information explains the notification requirements that must be completed when requesting a public hearing for a development action within the Village:

1. **Publication in a Newspaper** of general circulation within the Village not less than fifteen (15) days and not more than thirty (30) days before the public hearing date. Publication in the newspaper is handled by the Community Development Department. In the event the applicant does not provide proper public notice as outlined below, the applicant shall be responsible for any subsequent costs associated with newspaper publication, and will be billed accordingly by the Village of Libertyville.
2. **Serve Written Notice, by Registered or Certified Mail, Return Receipt Requested,** to the owners, as they appear on the last available tax records of the County of Lake (NOTE: If the owner is a bank or similar financial institution, please include the Trust Number), of all property within 250 feet in each direction of the parcel in question; provided the number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the 250 feet requirement (see example map on page A-4). Such notice shall contain the legal description and street address of the parcel in question, the date, time and place of the hearing, the existing zoning and a brief description of the request, and the address and telephone number where copies of the application may be reviewed (see example on page A-3). This information shall be mailed to the property owners not more than thirty (30) days, nor less than fifteen (15) days before the date of the public hearing.
3. **Post a Sign on the Parcel,** not more than thirty (30) days, nor less than fifteen (15) days prior to the public hearing date, indicating that the parcel is subject to a public hearing. Such sign shall remain posted on the parcel and viewable from the abutting street located within a public right-of-way until the request, and any continuances thereof, is concluded. For single zoning lots of record containing single family detached dwellings, the posting of a sign(s) is handled by the Community Development Department. For all other properties, the applicant shall be responsible for the posting of the public notice sign in number, size, and format as directed by the Director of the Community Development Department.

At least **ten (10) days** prior to the date of public hearing, the applicant must provide the Director of Community Development with a completed **PROOF OF SERVICE OF NOTICE** (see page A-7 or A-8). The following information shall accompany a completed Proof of Service of Notice:

- a. Registered or certified mail receipts (white copy) and a list of the owners of record, evidencing compliance with requirement to serve written notice (Item 2. above).
- b. One copy of the written notice (Item 2. above), evidencing compliance with requirement of content of written notice.

The Director of Community Development shall make available all necessary information and forms to assist with compliance of the provisions of Ordinance 85-O-26.

-- SAMPLE NOTIFICATION LETTER --

**(DATE)**

**(NAME OF PROPERTY OWNER WITHIN 250 FEET)**

**(PROPERTY ADDRESS)**

**(TAX IDENTIFICATION NUMBER (P.I.N. #))**

**RE: (PROJECT NAME OR REQUEST)**

**(PROJECT ADDRESS)**

**VIA:** Certified Mail/Return Receipt Requested

Dear **(NAME OF PROPERTY OWNER WITHIN 250 FEET):**

Please take notice, that **(NAME OF APPLICANT(S), OWNER(S) OR AUTHORIZED AGENT)**, has made application to the Village of Libertyville for a **(REQUESTED ACTION(S))** for the property commonly known as **(STREET ADDRESS)**.

**(INSERT LEGAL DESCRIPTION)**

The applicant is requesting approval of **(REQUESTED ACTION(S))**, pursuant to Chapter 26 of the Libertyville Municipal Code, as amended. The request, if approved, would allow the applicant to **(BRIEF DESCRIPTION OF PROJECT)**. The property is currently zoned **(CURRENT ZONING CLASSIFICATION)**.

A public hearing will be held on **(DATE OF HEARING)** at 7:00 p.m., at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048.

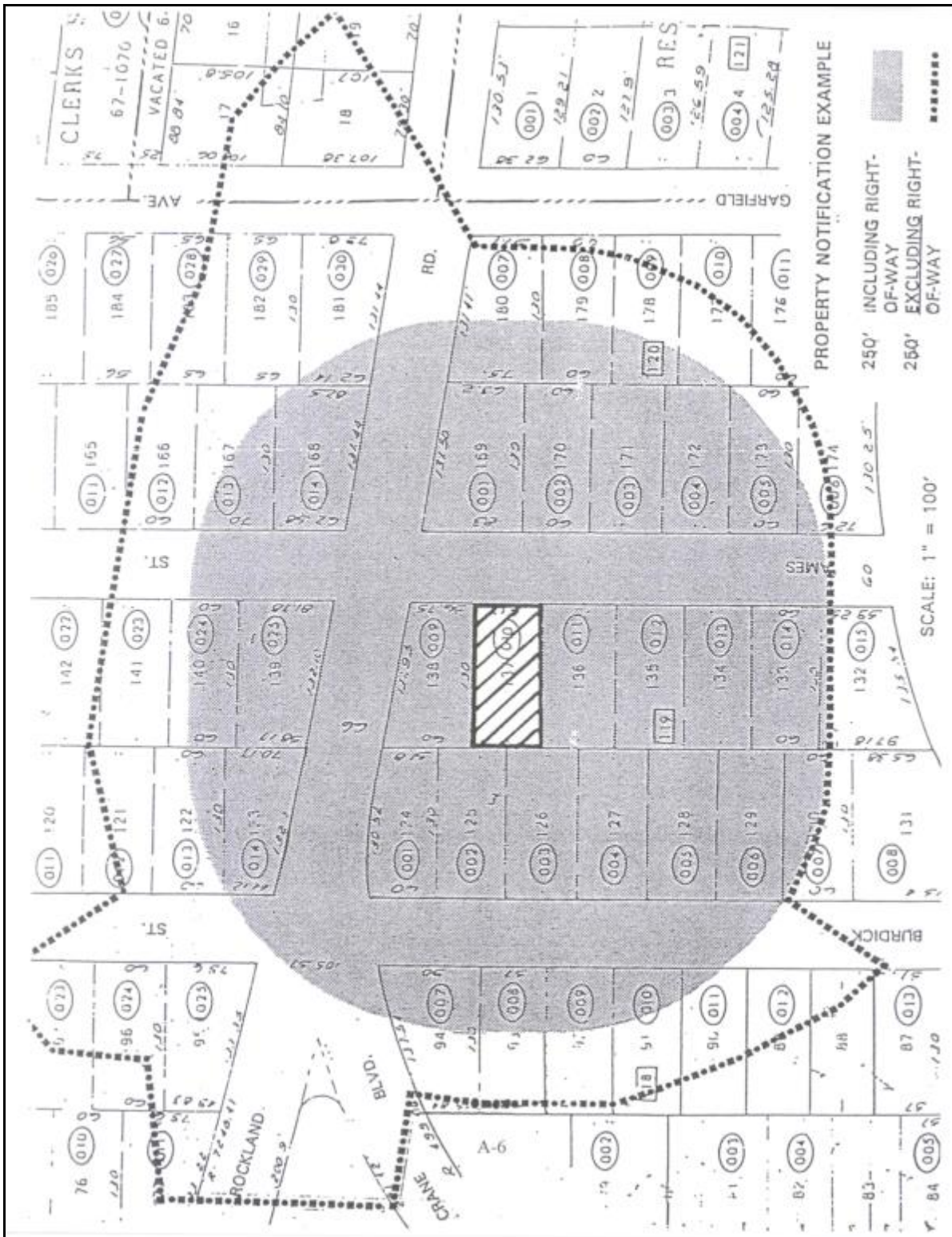
Any questions or requests for additional information regarding this application can be directed to **(NAME OF APPLICANT(S), OWNER(S) OR AUTHORIZED AGENT(S))**, at **(TELEPHONE NUMBER)** or by contacting the Community Development Department, Planning Division, 200 East Cook Avenue, Libertyville, Illinois 60048, (847) 918-2028.

This notice is being sent to you by the applicant, in compliance with Ordinance 85-O-26, Notice of Public Hearing.

Thank You.

Sincerely,

**(NAME OF APPLICANT(S), OWNER(S) OR AUTHORIZED AGENT(S))**



**PROOF OF  
SERVICE OF NOTICE  
(Single Family Detached Dwellings)**

VILLAGE OF LIBERTYVILLE COMMUNITY DEVELOPMENT DEPARTMENT  
200 E. COOK AVENUE  
LIBERTYVILLE, IL 60048-2090

The APPLICANT/AUTHORIZED AGENT hereby represents that they have complied with the requirements of “Ordinance No. 85-O-26”, regarding NOTICE REQUIREMENTS for a pending PUBLIC HEARING for a: VARIATION(S); REZONING(S); SPECIAL USE PERMIT(S); PLANNED DEVELOPMENT(S); ANNEXATION(S).

The property for which I am the APPLICANT/AUTHORIZED AGENT is located at:

\_\_\_\_\_.

I, the APPLICANT/AUTHORIZED AGENT for Case No. \_\_\_\_\_, have complied with Section II.B. of Ordinance No. 85-O-26, which requires WRITTEN NOTICE, RETURN RECEIPT REQUESTED (Registered or Certified Mail Delivery), to ALL property owners within 250 feet of the address listed above.

Return certified mail receipts (white copy), one copy of the written notice, and a list of the owners of record (current available taxing information) are submitted with this document.

\_\_\_\_\_  
Signature

Received by: \_\_\_\_\_, on \_\_\_\_\_, 2024



**PROOF OF  
SERVICE OF NOTICE**

VILLAGE OF LIBERTYVILLE COMMUNITY DEVELOPMENT DEPARTMENT  
200 E. COOK AVENUE  
LIBERTYVILLE, IL 60048-2090

The APPLICANT/AUTHORIZED AGENT hereby represents that they have complied with the requirements of "Ordinance Number 85-O-26", regarding NOTICE REQUIREMENTS for a pending PUBLIC HEARING for a: VARIATION(S); REZONING(S); SPECIAL USE PERMIT(S); PLANNED DEVELOPMENT(S); ANNEXATION(S).

The property for which I am the APPLICANT/AUTHORIZED AGENT is located at:

\_\_\_\_\_.

I, the APPLICANT/AUTHORIZED AGENT for Case No. \_\_\_\_\_, have complied with Section II.B. of Ordinance 85-O-26, which requires WRITTEN NOTICE, RETURN RECEIPT REQUESTED (Registered or Certified Mail Delivery), to ALL property owners within 250 feet of the address listed above.

Return certified mail receipts (white copy), one copy of the written notice, and a list of the owners of record (current available taxing information) are submitted with this document.

\_\_\_\_\_  
Signature

I, the APPLICANT/AUTHORIZED AGENT for Case No. \_\_\_\_\_, have complied with Section II.C. of Ordinance Number 85-O-26, which requires the POSTING OF A PUBLIC HEARING SIGN for the address listed above.

\_\_\_\_\_  
Signature

Date Sign was Posted: \_\_\_\_\_

Received by: \_\_\_\_\_, on \_\_\_\_\_, 2024

**PLAN COMMISSION AND ZONING BOARD OF APPEALS**  
**REGULAR MEETINGS**

2024

Regular meetings of the Plan Commission and Zoning Board of Appeals are held at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048 on the dates listed below\*. Meetings begin at 7:00 p.m. or soon thereafter. Dates and times for special meetings and workshops, which may be held occasionally, are noticed in the newspaper before the date of the meeting.

To be placed on the agenda for consideration by the Plan Commission or Zoning Board of Appeals, all required documents (i.e. applications, drawings, studies, etc.) must be submitted to the Community Development Department, Planning Division, prior to 4:30 p.m. on the Submittal Deadline. **There are no exceptions.**

<b><u>PC/ZBA FILING DEADLINES</u></b>	<b><u>(Residential) ZBA MID-MONTH MEETING</u></b>	<b><u>(Residential) ZBA SIGN/MAIL DEADLINE</u></b>	<b><u>PC/ZBA MEETING</u></b>	<b><u>PC/ZBA SIGN/MAIL DEADLINE</u></b>
DECEMBER 8, 2023	JANUARY 8, 2024	DECEMBER 23, 2023	JANUARY 22, 2024	JANUARY 6, 2024
JANUARY 5, 2024	FEBRUARY 12, 2024	JANUARY 27, 2024	FEBRUARY 26, 2024	FEBRUARY 10, 2024
FEBRUARY 2, 2024	MARCH 11, 2024	FEBRUARY 24, 2024	MARCH 18, 2024	MARCH 2, 2024
MARCH 1, 2024	APRIL 8, 2024	MARCH 23, 2024	APRIL 15, 2024	MARCH 30, 2024
APRIL 5, 2024	MAY 13, 2024	APRIL 27, 2024	MAY 20, 2024	MAY 4, 2024
MAY 10, 2024	JUNE 10, 2024	MAY 25, 2024	JUNE 24, 2024	JUNE 8, 2024
JUNE 7, 2024	JULY 8, 2024	JUNE 22, 2024	JULY 22, 2024	JULY 6, 2024
JULY 5, 2024	AUGUST 12, 2024	JULY 27, 2024	AUGUST 26, 2024	AUGUST 10, 2024
AUGUST 9, 2024	SEPTEMBER 9, 2024	AUGUST 24, 2024	SEPTEMBER 23, 2024	SEPTEMBER 7, 2024
SEPTEMBER 6, 2024	OCTOBER 14, 2024	SEPTEMBER 28, 2024	OCTOBER 28, 2024	OCTOBER 12, 2024
OCTOBER 11, 2024	NOVEMBER 11, 2024	OCTOBER 26, 2024	NOVEMBER 25, 2024	NOVEMBER 9, 2024
OCTOBER 25, 2024	DECEMBER 9, 2024	NOVEMBER 23, 2024	DECEMBER 9, 2024	NOVEMBER 23, 2024
DECEMBER 6, 2024	JANUARY 13, 2025 <i>(Proposed)</i>	DECEMBER 28, 2024	JANUARY 27, 2025 <i>(Proposed)</i>	JANUARY 11, 2025

**BOARD OF TRUSTEES REGULAR MEETINGS**

2024

Regular meetings of the Village Board of Trustees are held at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048 on the dates listed below\*. Meetings begin at 8:00 p.m. or soon thereafter. Dates and times for special meetings and workshops, which may be held occasionally, are noticed in the newspaper before the date of the meeting.

JANUARY 9 and 23, 2024  
FEBRUARY 13 and 27, 2024  
MARCH 12 and 26, 2024  
APRIL 9 and 23, 2024  
MAY 14 and 28, 2024  
JUNE 11 and 25, 2024

JULY 9 and 23, 2024  
AUGUST 13 and 27, 2024  
SEPTEMBER 10 and 24, 2024  
OCTOBER 8 and 22, 2024  
NOVEMBER 12 and 26, 2024  
DECEMBER 10, 2024

**DEVELOPMENT REVIEW COMMITTEE MEETINGS**

2024

The Development Review Committee meets once a month at 2:00 p.m. in the Schertz Municipal Building Conference Room, 200 East Cook Avenue, Libertyville, Illinois 60048 on the following dates\*:

MONDAY, DECEMBER 18, 2023  
MONDAY, JANUARY 15, 2024  
MONDAY, FEBRUARY 19, 2024  
MONDAY, MARCH 18, 2024  
MONDAY, APRIL 15, 2024  
MONDAY, MAY 20, 2024

MONDAY, JUNE 17, 2024  
MONDAY, JULY 15, 2024  
MONDAY, AUGUST 19, 2024  
MONDAY, SEPTEMBER 16, 2024  
MONDAY, OCTOBER 21, 2024  
MONDAY, NOVEMBER 18, 2024  
MONDAY, DECEMBER 16, 2024

**APPEARANCE REVIEW COMMISSION & HISTORIC PRESERVATION COMMISSION**  
**REGULAR MEETINGS**

2024

The Appearance Review Commission and Historic Preservation Commission meet once a month at 5:00 p.m. Both Commissions meet at the Village Hall, 118 West Cook Avenue, Libertyville, Illinois 60048 on the following dates\*:

MONDAY, JANUARY 15, 2024  
MONDAY, FEBRUARY 19, 2024  
MONDAY, MARCH 18, 2024  
MONDAY, APRIL 15, 2024  
MONDAY, MAY 20, 2024  
MONDAY, JUNE 17, 2024

MONDAY, JULY 15, 2024  
MONDAY, AUGUST 19, 2024  
MONDAY, SEPTEMBER 16, 2024  
MONDAY, OCTOBER 21, 2024  
MONDAY, NOVEMBER 18, 2024  
MONDAY, DECEMBER 16, 2024

*\*Dates and locations may be subject to change. Contact Village Hall to confirm meeting dates and locations.*

COMMUNITY DEVELOPMENT DEPARTMENT  
VILLAGE OF LIBERTYVILLE

**2024 FEE SCHEDULE  
DEVELOPMENT APPLICATIONS**

<u>DEVELOPMENT ACTION</u>	<u>FEE</u>
<u>VARIATION</u>	
Residential District	\$ 300.00
Commercial, Office, Industrial or Special District	\$ 550.00
<u>TEXT AMENDMENT</u>	\$ 550.00
<u>MAP AMENDMENT</u>	
One (1) Acre or Less	\$ 550.00
Plus Each Additional Acre	\$ 275.00
<u>SPECIAL USE PERMIT AND AMENDMENTS</u>	
One (1) Acre or Less	\$ 550.00
Plus Each Additional Acre	\$ 275.00
<u>PLANNED DEVELOPMENTS - FINAL PLANS, AMENDMENTS</u>	
One (1) Acre or Less	\$ 550.00
Plus Each Additional Acre	\$ 275.00
<u>SITE PLAN PERMITS, AMENDMENTS</u>	
One (1) Acre or Less	\$ 300.00
Plus Each Additional Acre	\$ 275.00
<u>ANNEXATION AGREEMENT AND AMENDMENT TO ANNEXATION AGREEMENT</u>	
One (1) Acre or Less	\$ 550.00
Plus Each Additional Acre	\$ 275.00
<u>PRELIMINARY SUBDIVISION PLATS</u>	
Five (5) Acres or Less	\$ 250.00
More Than Five (5) Acres, up to Ten (10) Acres	\$ 350.00
More Than Ten (10) Acres, up to Twenty (20) Acres	\$ 450.00
More Than Twenty (20) Acres	\$ 550.00
<u>PLATS OF CONSOLIDATION</u>	\$ 250.00
<u>DEVELOPMENT AGREEMENT</u>	\$ 3,100.00
<u>REIMBURSEMENT OF FEES AGREEMENT</u>	
Zero (0) to Five (5) Acres	\$ 7,500.00
Six (6) to Ten (10) Acres	\$ 9,500.00
Eleven (11) to Fifteen (15) Acres	\$11,500.00
Sixteen (16) to Twenty (20) Acres	\$13,500.00
Twenty-One (21) to Twenty-Five (25) Acres	\$15,500.00

Twenty-Six (26) to Thirty (30) Acres	\$17,500.00
Thirty-one (31) to Thirty-Five (35) Acres	\$19,500.00
Over Thirty-Five (35) Acres	\$21,500.00
<u>SIGNAGE, ROOFTOP SCREENING, FENCING</u>	\$ 100.00
<u>ALL OTHER EXTERIOR DESIGN PROPOSALS</u>	\$ 200.00
<u>EXTERIOR DESIGN PROPOSALS AND SIGNAGE</u>	\$ 300.00

# *Village of Libertyville*

## Departmental Phone Directory

### **Administration Department** (847) 362-2430

Kelly A. Amidei  
*Village Administrator*

Ashley Engelmann  
*Deputy Village Administrator*

Denise Joseph  
*Director of Finance*

### **Community Development Department**

John P. Spoden  
*Director of Community Development*

#### **Building Division** (847) 918-2020

David J. Fischer  
*Building Commissioner*

Pat Geske  
*Plan Reviewer*

Jack Sievert  
*Plumbing Inspector*

Michael Boston  
*Plumbing Inspector*

Bob Leavitt  
*Electrical Inspector*

Jack Jensen  
*Code Compliance/Building Inspector*

#### **Planning Division/Economic Development Division** (847) 918-2028

David Smith  
*Senior Planner*

Chris Sandine  
*Senior Planner*

Heather Rowe  
*Economic Development Manager*

### **Fire Department** (847) 362-5664 (*Non-Emergency*)

Mike Pakosta  
*Fire Chief*

Mike Weaver  
*Fire Prevention Bureau*

### **Parks Department** (847) 918-2074

David Thornborough  
*Superintendent of Parks*

### **Police Department** (847) 362-8310 (*Non-Emergency*)

Ed Roncone  
*Police Chief*

### **Department of Public Works** (847) 362-3434

Paul Kendzior  
*Director of Public Works*

#### **Engineering Division** (847) 918-2100

Jeff Cooper  
*Village Engineer*

Linda Carlson  
*Project Engineer*

# LAND USE APPLICATION

VILLAGE OF LIBERTYVILLE  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 200 EAST COOK AVENUE  
 LIBERTYVILLE, IL 60048  
 (847) 918-2028  
 (847) 367-5148 (Fax)

DATE: \_\_\_\_\_



REQUESTED ACTION(S) (check all that apply)

<input type="checkbox"/> Comp. Plan	<input type="checkbox"/> Preliminary/Final Plat
<input type="checkbox"/> Comp. Plan Amendment	<input type="checkbox"/> Plat of Consolidation
<input type="checkbox"/> Map Amendment	<input type="checkbox"/> Site Plan Permit
<input type="checkbox"/> Planned Dev. (Concept/Final)	<input type="checkbox"/> Special Use Permit
<input type="checkbox"/> Planned Dev. (Final Amendment)	<input type="checkbox"/> Text Amendment
<input type="checkbox"/> Planned Dev. (Adjustment)	<input type="checkbox"/> Variation
<input type="checkbox"/> Planned Dev. (Master Plan)	<input type="checkbox"/> Zoning Appeal
<input type="checkbox"/> Planned Dev. (Master Plan Amendment)	

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE ZONING BOARD OF APPEALS OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) \_\_\_\_\_ represents that they are the OWNER \_\_\_\_\_, CONTRACT PURCHASER \_\_\_\_\_, LESSEE \_\_\_\_\_, AUTHORIZED AGENT \_\_\_\_\_ (please check correct term) of the following described real estate: (Insert or attach legal description of the real estate)

PROPERTY TAX IDENTIFICATION NUMBER (P.I.N. #):

The property is also known as: (street address) \_\_\_\_\_ .

If someone other than the applicant(s) has the title to the property, include the name, address, trust number with beneficiaries (if applicable), and phone number of such owner(s). **A written, notarized statement from the owner(s) which acknowledges and consents to this request must be provided.**

**LAND USE APPLICATION**  
**PAGE 2**

The property is now classified under the Libertyville Zoning Code and is located in the \_\_\_\_\_ District.

FOR VARIATION ONLY: Please check the type of variation(s) requested:

<input type="checkbox"/> Front Yard Setback	<input type="checkbox"/> Sign
<input type="checkbox"/> Corner Side Yard Setback	<input type="checkbox"/> Fence
<input type="checkbox"/> Side Yard Setback	<input type="checkbox"/> Lot Coverage
<input type="checkbox"/> Rear Yard Setback	<input type="checkbox"/> Building Coverage
<input type="checkbox"/> Perimeter Landscaped Open Space	<input type="checkbox"/> Building Height
<input type="checkbox"/> Other (specify) _____	

Please attach a detailed narrative description of the requested development action(s).

\_\_\_\_\_  
applicant/representative signature

\_\_\_\_\_  
please print full name

\_\_\_\_\_  
address of applicant/representative

\_\_\_\_\_  
phone number

\_\_\_\_\_  
e-mail

**NOTE!** If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

Rev. 11.2023



# APPEARANCE REVIEW APPLICATION

VILLAGE OF LIBERTYVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT  
200 EAST COOK AVENUE  
LIBERTYVILLE, IL 60048  
(847) 918-2028  
(847) 367-5148 (Fax)

DATE: \_\_\_\_\_



<u>REQUESTED ACTION(S) (check all that apply)</u>	
<input type="checkbox"/> Building Facades	<input type="checkbox"/> Lighting
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage
<input type="checkbox"/> Other _____	

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE APPEARANCE REVIEW COMMISSION OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) \_\_\_\_\_ represents that they are the OWNER \_\_\_\_\_, AUTHORIZED AGENT \_\_\_\_\_ (please check correct term) of the property commonly known as: (street address) \_\_\_\_\_ .

If someone other than the applicant(s) has the title to the property, please provide a written statement from the owner(s) which acknowledges and consents to this request.

The property is now classified under the Libertyville Zoning Code and is located in the \_\_\_\_\_ District.

\_\_\_\_\_  
applicant/representative signature

\_\_\_\_\_  
address of applicant/representative

\_\_\_\_\_  
phone number

\_\_\_\_\_  
e-mail

**NOTE!** If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

# CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF LIBERTYVILLE  
COMMUNITY DEVELOPMENT DEPARTMENT  
200 EAST COOK AVENUE  
LIBERTYVILLE, IL 60048  
(847) 918-2028  
(847) 367-5148 (Fax)

DATE: \_\_\_\_\_



<u>REQUESTED ACTION(S) (check all that apply)</u>	
<input type="checkbox"/> Building Facades	<input type="checkbox"/> Lighting
<input type="checkbox"/> Landscaping	<input type="checkbox"/> Signage
<input type="checkbox"/> Other _____	

TO THE VILLAGE PRESIDENT, VILLAGE BOARD OF TRUSTEES AND THE HISTORIC PRESERVATION COMMISSION OF THE VILLAGE OF LIBERTYVILLE, LAKE COUNTY, ILLINOIS 60048.

The applicant(s) \_\_\_\_\_ represents that they are the OWNER \_\_\_\_\_, AUTHORIZED AGENT \_\_\_\_\_ (please check correct term) of the property commonly known as: (street address) \_\_\_\_\_ .

If someone other than the applicant(s) has the title to the property, please provide a written statement from the owner(s) which acknowledges and consents to this request.

The property is now classified under the Libertyville Zoning Code and is located in the \_\_\_\_\_ District.

\_\_\_\_\_  
applicant/representative signature

\_\_\_\_\_  
address of applicant/representative

\_\_\_\_\_  
phone number

\_\_\_\_\_  
e-mail

**NOTE!** If several parties are involved with the project (i.e., architect, engineer, consultant, etc.), please attach a list including the names, addresses and phone numbers of such parties. This application must be complete before it will be accepted by the Village.

**VILLAGE OF LIBERTYVILLE  
PROPERTY OWNER'S AUTHORIZATION  
FOR PC/ZBA/ARC/HPC**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, Owner of the  
Property Owner

property located at \_\_\_\_\_, do hereby  
Address/Location

authorize \_\_\_\_\_ to represent me in the following  
Authorized Agent

PC/ZBA/ARC/HPC matter(s),

\_\_\_\_\_  
Action(s)

in the Village of Libertyville.

\_\_\_\_\_  
Notary Signature

(SEAL)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

**PROPERTY OWNER'S AUTHORIZATION  
FOR THE POSTING OF PUBLIC HEARING SIGNS**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, Owner of the property located at \_\_\_\_\_, do hereby authorize the VILLAGE OF LIBERTYVILLE, COMMUNITY DEVELOPMENT DEPARTMENT, to post a sign(s) on the property listed above in order to comply with Section II.C. of Ordinance No. 85-O-26, which requires the POSTING OF A PUBLIC HEARING SIGN.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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**PROOF OF  
SERVICE OF NOTICE  
FOR PUBLIC HEARING SIGNS**

VILLAGE OF LIBERTYVILLE COMMUNITY DEVELOPMENT DEPARTMENT  
200 E. COOK AVENUE  
LIBERTYVILLE, IL 60048-2090

I, \_\_\_\_\_, employee of the VILLAGE OF LIBERTYVILLE, COMMUNITY DEVELOPMENT DEPARTMENT, have complied with Section II.C. of Ordinance No. 85-O-26, which requires the POSTING OF A PUBLIC HEARING SIGN, for property located at \_\_\_\_\_, and filed as Case No. \_\_\_\_\_.

\_\_\_\_\_  
Signature

Date Sign was Posted: \_\_\_\_\_

**VILLAGE OF LIBERTYVILLE  
PROPERTY OWNER’S CONSENT TO FILING OF APPLICATION  
FOR AMENDMENT TO PLANNED DEVELOPMENT FINAL PLAN**

DATE: \_\_\_\_\_

I, \_\_\_\_\_, Owner of the  
Property Owner  
property located at \_\_\_\_\_, do hereby  
Address/Location  
consent to the filing of an application to amend the Final Plan for the \_\_\_\_\_ Planned  
Development (the “Planned Development”) relating to the proposed development by  
\_\_\_\_\_ of the property located at  
Applicant  
\_\_\_\_\_  
Address of Property which is Subject of Application

This consent is made solely for the purpose of acknowledging the right of the Applicant to seek such amendment, without such application being signed by all owners of property within the Planned Development. This consent shall not be construed, in any manner, as constituting a waiver of my rights to appear and object to such amendment on any basis other than the Applicant’s right to file such application.

\_\_\_\_\_  
Notary Signature

(SEAL)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number