

VILLAGE OF TINLEY PARK
PROCESS OUTLINE FOR PLAN SUBMISSION
REZONING AND SPECIAL USE (INCLUDING PLANNED DEVELOPMENTS)
STAFF REVIEW – SITE PLAN APPROVAL – CONCEPT APPROVAL – PUBLIC HEARING

The following information is being provided in order to assist applicants with the submission of plans and support documentation for Staff Review prior to placement on a Long Range Plan Commission agenda for either Site Plan Approval or Concept Approval. This document is a summary of the application submittal requirements, and may be modified based upon the particular nature of the proposed development.

Please note that the Village's Ordinances are available for purchase, and can also be found on the Village's website:
www.tinleypark.org.

1. Schedule a meeting with the Planning Department staff to review feasibility of proposal, discuss applicable Ordinance requirements, etc. Please call 708-444-5100.
2. Submit plans and support documentation for Staff Review per the attached checklist.
3. Staff will perform a Staff Review of the proposed development, including distribution to and review by the Village's Planning Department, Building Department, Fire Department, Police Department, Public Works Department, as well as the Village's Engineering Consultant and Landscaping Consultant.

Please allow a minimum of 20 business days for the Staff Review process. A comprehensive letter including comments and recommendations from all reviewing departments and consultants will be forwarded to the Applicant/Agent by regular mail.

4. Submit response letter indicating responses to all identified comments in Staff Review letter; also submit 15 sets of revised plans (if no plan revisions are necessary, additional sets are still needed for distribution).
5. Planning Department Staff will schedule the first meeting of the Plan Commission and distribute plans to the Commissioners prior to the meeting date. The Applicant/Agent's attendance is required to provide a brief synopsis of the major aspects of the proposal and to answer any Plan Commission members' questions. Plan Commission meetings are held the 1st and 3rd Thursdays of the month (except holidays) at 7:30 p.m. in the Kallsen Center of the Village Hall, 16250 South Oak Park Avenue, Tinley Park (enter on the north side).

The Chair of the Plan Commission will assign two Commissioners to meet and work with the Applicant/Agent throughout the entire Planning approval process. You will be asked to exchange business cards with the two assigned Commissioners.

6. Contact both of the assigned Commissioners to set up a Commissioner worksession separate and apart from the regular meetings of the Plan Commission, where the plans are examined in greater detail.
7. Attend Commissioner worksessions. These work sessions are held subject to the availability of all parties; the Village Hall meeting rooms are made available during or after work hours if necessary or desired. The Commissioner worksession must be held prior to the next Plan Commission meeting so that the assigned Commissioners may report their findings and recommendations to the remainder of the Commission at the next meeting.
8. Provided the work session concludes satisfactorily in the opinion of the Assigned Commissioners, the Applicant/Agent will then attend a second meeting with the Plan Commission. Generally, the Plan Commission will then make a determination. Depending upon the type and nature of the proposal, the Plan Commission may be acting in a recommendation making capacity, or may be acting as the final authority over the Site Plan Approval. Proposals requiring Variations, but not requiring a Public Hearing before the Plan Commission, will require a Public Hearing by the Zoning Board of Appeals and possible final action by the Village Board.

PROCESS OUTLINE FOR PLAN SUBMISSION CONTINUED
STAFF REVIEW – SITE PLAN APPROVAL – CONCEPT APPROVAL – PUBLIC HEARING

9. Should Village Board approval be required (either Concept Approval or Site Plan Approval), Planning Department Staff will schedule the item for consideration by the Village Board. The Village Board meets on the 1st, 3rd, and 4th Tuesdays of the month (except holidays) at 8:00 p.m. in the Council Chambers of Village Hall (enter east door). This meeting is typically scheduled within two weeks of the recommendation of the Plan Commission.
10. If required, the Village Board will review the proposal (either Concept Approval or Site Plan Approval), and consider approval based upon the recommendation of the Plan Commission. If Site Plan Approval is granted, the project may move to building/construction/occupancy permitting with the Building Department. Questions concerning the permitting process may be directed to the Building Department at 708-444-5100.

PROCESS CONTINUES FOR PROPOSALS REQUIRING PUBLIC HEARINGS:

11. Proposals receiving Concept Approval by the Village Board may now begin the Public Hearing process. The Applicant/Agent may request placement on a Plan Commission agenda for a Public Hearing, submitting revised plans if required.
12. Submit a completed Application Form and Findings of Fact Form, depending upon the type of petition approval being sought. Submission of a Filing Fee is also required at this time. Please see the Application forms for additional information and instructions.
13. Planning Department Staff will determine the first available Public Hearing Date and will prepare and distribute all required notifications, including legal publication in a local newspaper at least 15 days but no more than 30 days prior to the Public Hearing. Staff will mail notification of the Public Hearing to all property owners of record within 250 feet of the subject property. Planning Department Staff will prepare a packet of information to be distributed to the Plan Commission members prior to the Public Hearing date, including any recommended stipulations of approval. Applicants will receive copies of these documents.
14. Contact the assigned Commissioners to set up a Commissioner work session prior to the Public Hearing.
15. Attend the Public Hearing to present all testimony regarding the proposal, including the general nature and specific elements of the proposal, as well as its relation to the applicable standards and criteria for the consideration of such a proposal. Public comment is invited, including cross-examination of the Applicant and any witnesses who have spoken on behalf of the Applicant. The Applicant's attendance is mandatory, and it is the Applicant's responsibility to present sufficient evidence at this hearing to support the application (please see attached standards).

Generally, the Commission will make their determination in one evening, in the form of a recommendation to the Village Board to either approve or deny the proposal. The Plan Commission reserves the right to continue the Public Hearing to a future date certain to obtain additional information or allow for additional testimony to be heard.

16. Attend a Village Board meeting for the first reading of the Ordinance. The Village Board receives the report and recommendation of the LRPC, typically within two weeks of the date of the LRPC Public Hearing. The Village Board meets on the first, third and fourth Tuesdays of each month (except Holidays) at 8:00 p.m. in the Village Hall Council Chambers. The Village Board will consider approving the request, denying the request, or remanding the petition back to the LRPC for additional review. If concurrence to consider approving the request is reached at the first reading, the Village Attorney will be authorized to prepare the Ordinance for consideration at the second reading at a future meeting of the Village Board (typically the next meeting date).

**PROCESS OUTLINE FOR PLAN SUBMISSION CONTINUED
STAFF REVIEW – SITE PLAN APPROVAL – CONCEPT APPROVAL – PUBLIC HEARING**

- 17. If desired, attend Village Board meeting for the second reading of the draft Ordinance. The Applicant's attendance is not mandatory at the second final reading of the Ordinance. The Village Board will then take official voting action to consider granting the proposal.
- 18. Provided that Site Plan Approval is not required after a Rezoning or Special Use is authorized, after the Ordinance is effective and all fees are paid, the applicant may apply for all necessary building, construction and occupancy permits. Questions concerning the permitting process may be directed to the Building Department at 708-444-5100.

**PROCESS CONTINUES FOR PROPOSALS REQUIRING SITE PLAN OR SUBDIVISION APPROVAL
AFTER PUBLIC HEARING FOR A REZONING, SPECIAL USE OR PLANNED DEVELOPMENT**

- 19. See items 5, 6, 7, and 8 above for Site Plan Approval Process, if required.
- 20. If any division of land is proposed, the Applicant will be instructed to work with the Village's Engineering Consultant regarding the preparation of the Plat of Subdivision. The Plan Commission must give approval of the Plat of Subdivision; the Village Board also must sign and approve any Plat of Subdivision prior to recording. This approval process is similar in nature to the Site Plan Approval process as outlined above.
- 21. When all necessary approvals are obtained, the applicant may apply for all necessary building, construction and occupancy permits. Questions concerning the permitting process may be directed to the Building Department at 708-444-5100.

The above information is intended as an outline of the approval process
and is neither mutually exclusive nor inclusive.

A more detailed account of the process and application requirements may be found in the
Village's Zoning and Subdivision Ordinances.

Questions may be directed to the Planning Department
Village Hall, 16250 South Oak Park Avenue, Tinley Park, Illinois
708-444-5100

VILLAGE OF TINLEY PARK SPECIAL USE PERMIT APPLICATION

APPLICATION REQUIREMENTS

A complete application consists of the following items submitted in a comprehensive package:

1. The application form, completed and signed by the property owner(s) of record or their authorized agent. Written authorization from the property owner(s) of record is required in order for an authorized agent to act on behalf of the owner(s).
2. Evidence of the applicant's ownership of or interest in the subject property, with a copy of the title commitment or title policy. Note that ownership includes disclosure of all beneficiaries of a land trust, if applicable.
3. The \$400 application fee, payable to the Village of Tinley Park.
4. A written project narrative describing the general nature and outlining specific aspects of the proposal.
5. A Plat of Survey of the subject property, including the legal description of the subject property. This survey must have been prepared by a registered Illinois Land Surveyor, and include all existing structures and improvements on the subject property.
6. Plans and any other information deemed necessary to support the application.

An application will not be accepted or processed until all of the items above have been submitted.

Questions regarding this process or application requirements may be directed
to the Planning Department at 708-444-5100.

FINDINGS OF FACT
SPECIAL USE PERMIT – (Including Planned Developments)
PURSUANT TO THE VILLAGE OF TINLEY PARK ZONING ORDINANCE

Section X.J. of the Village of Tinley Park Zoning Ordinance requires that the Plan Commission determine compliance with the following findings. In order for a Special Use Permit to be approved, the Petitioner must respond to and confirm each and every one of the following findings by indicating the facts supporting such findings. Please attach additional pages as necessary to thoroughly respond to each of the following:

- A. That the establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.

- B. That the Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood.

- C. That the establishment of the Special Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

- D. That adequate utilities, access roads, drainage, and/or other necessary facilities have been or are being provided.

- E. That adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

- F. That the Special Use shall in all other respects conform to the applicable regulations of the district in which it is located, except as such regulations may in each instance be modified by the Village Board pursuant to the recommendation of the Plan Commission.

(Please attach additional pages as necessary)

STANDARDS AND CRITERIA FOR PLANNED UNIT DEVELOPMENTS PURSUANT TO THE VILLAGE OF TINLEY PARK ZONING ORDINANCE

Section VII.C of the Village of Tinley Park Zoning Ordinance establishes standards and criteria for all Planned Developments. In order for a Planned Unit Development to be approved, the Petitioner must respond to and confirm each of the following general provisions by indicating the facts supporting such findings. If a general provision can not be met, please state the reason and indicate if a variation will be requested for that item. In order to thoroughly respond to the following items, please label and answer each question on a separate page and attach additional pages as necessary.

- A. The site of the proposed planned unit development is not less than five (5) acres in area, is under single ownership and/or unified control, and is suitable to be planned and developed, or redeveloped, as a unit and in a manner consistent with the purpose and intent of this Ordinance and with the Comprehensive Plan of the Village.
- B. The planned development will not substantially injure or damage the use, value and enjoyment of the surrounding property nor hinder or prevent the development of surrounding property in accordance with the land use plan of the Village.
- C. The uses permitted in the development are necessary or desirable and that the need for such uses has been clearly demonstrated.
- D. The proposed development will not impose an undue burden on public facilities and services, such as sewer and water systems, police and fire protection.
- E. The proposed development can be substantially completed within the period of time specified in the schedule of development submitted by the developer.
- F. The street system serving the planned development is adequate to carry the traffic that will be imposed upon the streets by the proposed development, and that the streets and driveways on the site of the planned development will be adequate to serve the residents or occupants of the proposed development.
- G. When a Planned Unit Development proposes the use of private streets, common driveways, private recreation facilities or common open space, the developer shall provide and submit as part of the application the method and arrangement whereby these private facilities shall be operated and maintained.
- H. The general development plan shall contain such proposed covenants, easements and other provisions relating to the bulk, location and density of residential buildings, non- residential uses and structures and public facilities as are necessary for the welfare of the planned development and the Village. All such covenants shall specifically provide for enforcement by the Village of Tinley Park in addition to the land owners within the development.
- I. The developer shall provide and record easements and covenants, and shall make such other arrangements as furnishing a performance bond, escrow deposit, or other financial guarantees as may be reasonably required to assure performance in accordance with the development plan and to protect the public interest in the event of abandonment of said plan before completion.
- J. Any exceptions or modifications of the zoning, subdivision, or other regulations that would otherwise be applicable to the site are warranted by the design of the proposed development plan, and the amenities incorporated in it, are consistent with the general interest of the public.